

# HAMILTON COUNTY LOCAL RULES

## ORDER OF ADOPTION

PURSUANT TO TRIAL RULE 81 OF THE INDIANA RULES OF TRIAL PROCEDURE, THE HAMILTON COUNTY CIRCUIT AND SUPERIOR COURTS HEREBY ADOPT THE FOLLOWING RULES TO AID IN THE FAIR AND EFFICIENT RESOLUTION OF DISPUTES. THESE RULES APPLY TO ALL ATTORNEYS AND UNREPRESENTED LITIGANTS. THESE RULES (OR THEIR SUBPARAGRAPHS) SHALL BE CITED TO THE COURT AS:

“HAMILTON COUNTY LOCAL ADMINISTRATIVE RULE \_\_\_\_” (OR “LR29-AR\_\_- \_\_\_\_”);

“HAMILTON COUNTY LOCAL TRIAL RULE \_\_\_\_” (OR “LR29-TR\_\_- \_\_\_\_”);

“HAMILTON COUNTY LOCAL CRIMINAL RULE \_\_\_\_” (OR “LR29-CR\_\_- \_\_\_\_”);

“HAMILTON COUNTY LOCAL FAMILY LAW RULE \_\_\_\_” (OR “LR29-FL\_\_- \_\_\_\_”);

“HAMILTON COUNTY LOCAL JURY RULE \_\_\_\_” (OR “LR29-JR\_\_- \_\_\_\_”);

“HAMILTON COUNTY LOCAL TRIAL DE NOVO RULE \_\_\_\_” (OR “LR29-DN\_\_- \_\_\_\_”),

“HAMILTON COUNTY LOCAL PROBATE RULE \_\_\_\_” (OR “LR29-PR\_\_- \_\_\_\_”); AND

“HAMILTON COUNTY LOCAL JUVENILE RULE \_\_\_\_” (OR “LR29-JV\_\_- \_\_\_\_”),

AND SHALL BE SO CITED WHEN BEING RELIED UPON IN SUPPORT OF ANY ACTION SOUGHT BY THE COURT.

THESE RULES ARE GENERALLY NOT APPLICABLE TO SMALL CLAIMS PROCEEDINGS BECAUSE THOSE PROCEEDINGS ARE GOVERNED BY THE INDIANA RULES FOR SMALL CLAIMS AND THE HAMILTON COUNTY SMALL CLAIMS LITIGANT’S BOOKLET. HAMILTON COUNTY LOCAL TRIAL RULE LR29-TR76-210, HOWEVER, GOVERNS THE SELECTION OF A SPECIAL JUDGE IN A SMALL CLAIMS CASE.

ORDERED ADOPTED AS AMENDED AND EFFECTIVE THIS 6TH DAY OF MARCH 2020.

/s/

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PAUL A. FELIX, JUDGE  
HAMILTON CIRCUIT COURT

/s/

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MICHAEL A. CASATI, JUDGE  
HAMILTON SUPERIOR COURT No. 1

/s/

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JONATHAN M. BROWN, JUDGE  
HAMILTON SUPERIOR COURT No. 2

/s/

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WILLIAM J. HUGHES, JUDGE  
HAMILTON SUPERIOR COURT No. 3

/s/

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J. RICHARD CAMPBELL, JUDGE  
HAMILTON SUPERIOR COURT No. 4

/s/

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DAVID K. NAJJAR, JUDGE  
HAMILTON SUPERIOR COURT No. 5

/s/

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GAIL BARDACH, JUDGE  
HAMILTON SUPERIOR COURT No. 6

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# HAMILTON COUNTY LOCAL RULES

## HAMILTON COUNTY LOCAL ADMINISTRATIVE RULES

### **LR29-AR00-101. COURT HOURS**

**101.10** The Hamilton County Circuit and Superior Courts shall be in session Monday through Friday, legal holidays excluded, and during such other hours as each court may, from time-to-time, direct or otherwise post.

### **LR29-AR00-102. COURT CLOSING**

**102.10** When weather conditions or other emergencies arise, any court closing shall be made by the judge of the Court after consultation with County Officials and the Sheriff. The Court shall make a reasonable effort to contact litigants scheduled for court if the Chronological Case Summary has the addresses and telephone numbers of the attorneys or *pro se* litigants.

**102.20** The Court shall not be responsible for contacting attorneys and *pro se* litigants if the Chronological Case Summary does not contain a current address where notices and orders are to be sent and a current telephone number where the attorney or *pro se* litigant can be reached during normal business hours.

### **LR29-AR12-103. FACSIMILE TRANSMISSIONS**

The Hamilton County Courts and Clerk do not accept any pleadings, motions or other papers sent by electronic facsimile transmission for filing.

### **LR29-AR00-104. PLAN FOR ALLOCATION OF JUDICIAL RESOURCES**

**104.10** The Circuit and Superior Courts of Hamilton County have previously adopted various rules concerning the filing of certain types of matters in the Hamilton County Circuit and Superior Courts. Unless changed by addition, amendment and/or deletion, those rules remain in effect. In conjunction with the adoption of this Local Rule and plan, the following Hamilton County Local Rules also affect the allocation of judicial resources: LR29-AR00-105 Protective Orders; LR29-AR00-110 Assignment of Infraction and Ordinance Violation Cases; LR29-TR76-210 Transfer of Small Claims, Infraction and Ordinance Violations Cases and Protective Orders in the Event of Disqualification; LR29-CR00-301 Criminal Random Filing; LR29-CR00-302 Clerk Procedures to Accomplish Criminal Random Filing; LR29-CR00-303 Filing Co-Defendants Under the Hamilton County Criminal Random Filing Rule; LR29-CR00-304 Filing Felony Cases Arising from Juvenile Waiver Hearings; LR29-CR13-311 Coordinated Local Rule of the Courts of Hamilton County, Enacted in Compliance with C.R. 2.2(D) and 13(C); LR29-DN01-602 Rules for Trial De Novo Following Civil Judgments; LR29-DN02-603 Rules for Trial De Novo Following Judgments for Infractions or Ordinance Violations; LR29-DN02-604 Rules for Trial De Novo Following Misdemeanor Trial in City or Town Court; LR29-PR00-702 Filing of Pleadings; and, LR29-JV00-801 Assignment of Juvenile Case Numbers.

**104.20** All requests for a prosecutor subpoena shall be filed in Superior Court No. 6.

**104.30** Superior Courts No. 4, 5, and 6 are each specifically designated as having a standard small claims and misdemeanor division.

**104.40** The judges of the Courts of record of Hamilton County shall meet at least once annually for the purpose of reviewing the weighted caseload of each court, and at such other times as may be required either by the Courts themselves or to comply with new orders of the Indiana Supreme Court or to comply with the District Plan.

**104.50** The judge of the Circuit Court may with the consent of the judge of a receiving Superior Court, transfer any action either filed and/or docketed in the Circuit Court to the Superior Court to be re-docketed and disposed of as if originally filed with the receiving Superior Court. The judge of a Superior Court may, with the consent of the judge of the receiving Circuit Court or other receiving Superior Court, transfer any action either filed and/or docketed in the Superior Court to the Circuit Court or the other Superior Court to be re-docketed and disposed of as if originally filed with the receiving Court.

#### **LR29-AR00-105. PROTECTIVE ORDERS UNDER IC 5-2-9-2.1**

##### **105.10 PROTECTIVE ORDER FILING:**

- a. All protective orders (PO) shall be filed in Superior Court No. 2 (even months) and 3 (odd months).
- b. Once the PO has been acted upon, if there is a related dissolution action pending in any other Hamilton County Court, the PO will be transferred to said court and consolidated with said action for hearing purposes.
- c. For a change of judge pursuant to Trial Rule 76(B) or 79(C), see LR29-TR76-209.
- d. From time to time, the Courts may provide orders to assist the Clerk in implementing the Protective Orders Filing procedures.

#### **LR29-AR00-106. FEES FOR THE HAMILTON COUNTY C.A.R.E. PROGRAM**

**106.10** The Judges of Hamilton County have established the following fees for the Hamilton County Court Assisted Rehabilitative Effort (“C.A.R.E.”) program:

Case Management . . . . .	\$ 50
Assessment only . . . . .	\$150
Assessment, Referral and Case Management Services. . .	not to exceed \$400

#### **LR29-AR00-107. DUPLICATION FEES**

**107.10** The Judges of the Hamilton County, in order to comply with IC 5-14-3-8, have established the following fees for duplication of audio and video media when permitted by the Court:

CD . . . . .	\$1.00/each
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**107.20** To obtain a CD of a hearing a completed and signed request (**Form AR00-107**) must be completed and submitted to the Court Reporter (copies of the **Form** may be obtained from the Court Reporter) and all amounts due must be paid before the CD will be produced.

#### **LR29-AR00-108. COURT FACILITIES SECURITY**

**108.10** Indiana Administrative Rule 19 requires that “(e)ach court shall develop and implement a court security plan to ensure security in court facilities”. The power to do so is derived in part from the Indiana Constitution Article 3 § 1 and the Indiana Constitution Article 7. In addition, Indiana Code 35-47-11.1-4(5) creates an exception to the general rule prohibiting a political subdivision from regulating the possession and carrying of firearms, etc. Accordingly, the

Judges of the Hamilton County Circuit and Superior Courts (“the Courts”) have promulgated this local court rule as required by Indiana Trial Rule 81. It is intended to provide for the orderly operation of the Courts, the safety of the public, the litigants, the witnesses, and the court staff.

**108.20** Specifically, to accomplish the above:

1. Anyone entering the locations listed below (collectively “the courtroom facilities”) must consent to a search of their person, including any package, briefcase, or purse:

- (a) the Hamilton County Government and Judicial Center and the Hamilton County Historic Courthouse;
- (b) the Hamilton County Probation Department;
- (c) any other location where a judicial officer conducts any court proceeding.

2. If a courtroom facility has more than one entrance/exit, the Courts may designate one or more of the entrances/exits to be used only for restricted purposes.

3. Unless exempt under Item 6, below, anyone entering a courtroom facility is prohibited from having any of the following in his or her possession while in the courtroom facility:

- (a) a loaded or unloaded firearm; or
- (b) a weapon, device, taser (as defined in Indiana Code 35-47-8-3) or electronic stun weapon (as defined by Indiana Code 35-47-8-1), equipment, chemical substance or other material, including a knife, razor, box-cutter, and switchblade that in the manner it is used, or could ordinarily be used, is readily capable of causing serious bodily injury.

4. Anyone refusing to comply with this Order is to be denied entrance to the courtroom facilities.

5. Anyone violating this Order may be found to be in contempt of court and punished for that contempt pursuant to the inherent power of the Courts and/or pursuant to Indiana Code 34-47, Indiana Code 34-47-2, and/or Indiana Code 34-47-3.

6. The following individuals are exempt from this order:

- (a) a law enforcement officer, as defined in Indiana Code 35-31.5-2-185;
- (b) a judicial officer, as defined in Indiana Code 35-31.5-2-177.7;

7. Any person listed in Paragraph 6 SHALL NOT BE EXEMPT whenever they or any member of their family is a party to any proceeding taking place. This does not include appearing in the individual’s official capacity.

8. The statutes cited above may change from time to time. This local court rule shall automatically refer to the relevant statutes in effect at any given time.

**108.30** The Hamilton County Sheriff may establish any and all necessary procedures needed to carry out this rule.

**108.40** The Hamilton County Sheriff and/or law enforcement officers shall search and seize all deadly weapons in violation of this rule. All seized deadly weapons shall be held by the Sheriff’s Department until further Order of the Court.

**108.50** The Hamilton County Sheriff and/or law enforcement officers may detain persons which they have reason to believe possess such deadly weapons in violation of this rule long enough to obtain proper name, address, date of birth and social security number and/or to seize such deadly weapon.

**108.60** Any person who possesses a deadly weapon in violation of this rule shall be immediately brought before the Court for a Direct Contempt Hearing.

## **LR29-AR15-109. COURT REPORTERS AND PROCEDURES**

**109.10** Application and Definitions (*see* Indiana Administrative Rule 15).

**109.20** A court reporter shall be permitted to type transcripts of official court proceedings during county-compensated hours. Equipment and supplies shall be used for the recording and/or preparation of such transcripts. If the recording or preparation of such transcripts requires overtime, such court reporter will be either paid overtime or given compensatory time.

**109.25** A court reporter shall be paid an annual salary for time spent working under the control, direction, and direct supervision of the court during all regular work hours, gap hours, or overtime hours.

**109.30** The amount of the annual salary of each court reporter shall be set by each court subject to the approval of the Hamilton County Council.

**109.35** The annual salary paid to the court reporter shall be for a fixed scheduled 37.5 regular working hours per week.

**109.40** The court reporter shall, if requested or ordered, prepare any transcript during regular working hours.

**109.45** In the event that preparing a transcript could not be completed during regular working hours, a court reporter shall be entitled to additional compensation beyond regular salary under the two options set forth below:

a. Gap hours shall be paid in the amount equal to the hourly rate of the annual salary; and overtime hours shall be paid in the amount of 1.5 times the hourly rate of the annual salary; or

b. Compensatory time off from regular work hours shall be given in the amount equal to the number of gap hours worked; and compensatory time off from regular work hours shall be given in the amount of 1.5 times the number of overtime hours worked.

**109.50** Each court and each court reporter may freely negotiate between themselves as to which of the two options may be utilized and the Court and court reporter shall enter into a written agreement designating the terms of such agreement.

**109.55** A court reporter may charge \$5.25 per page for county and state indigent transcripts. A court reporter shall submit directly to the county a claim for preparation of county indigent transcripts.

**109.60** A court reporter may, at the request of another official court reporter, agree to prepare court proceedings of another court. Such preparation shall not be done on county-compensated hours, but county equipment and supplies may be used. In addition, a court reporter may do private recording or preparation of depositions, but a court reporter shall not do any recording or preparation of private depositions during county-compensated hours, and county equipment and supplies shall not be used for recording or preparation of such depositions.

**109.65** A court reporter may charge a maximum of \$5.25 per page for a transcript prepared for a private party; i.e., either a hearing transcript or deposition transcript.

**109.70** The court reporter shall report on an annual basis to the Office of Judicial Administration all transcript fees, whether county indigent, state indigent, or private received by the court reporter.

**109.75** Modification of this policy may be made to meet the security, scheduling or other unique needs of a case. Any modification shall be by written order of the Court. An individual requesting modification of this policy should provide the Court a factual and/or legal basis for such request and specifically set forth what items are being requested. **(Form AR15-109).**



**LR29-AR00-110. ASSIGNMENT OF INFRACTION (IF) AND ORDINANCE VIOLATION (OV) CASE NUMBERS**

**110.10** The Clerk shall as near equally as possible assign cause numbers for new filings of all IF and OV case types to Hamilton Superior Courts No. 4, 5, and 6 (i.e., 1/3 in each court).

**110.20** The Clerk shall accomplish the above by assigning cause numbers to the courts based upon the first letter of the defendant's or respondent's last name or other method as the judges of said courts shall agree.

**LR29-AR00-111. FEES FOR THE HAMILTON COUNTY DRUG COURT**

**111.10** The Judges of Hamilton County have established the following fees for the Hamilton County Drug Court:

Administration fee (per admission) . . . . . \$100

Service fee (per month, per referral) . . . . . not to exceed \$ 50

NOTE: Chemical testing fees will be assessed in addition to the Drug Court services fee.

**LR29-AR00-112. AUDIO AND/OR VIDEO RECORDING OF COURT PROCEEDINGS**

**112.10** Pursuant to Indiana Code of Judicial Conduct Rule 2.17 (Prohibiting Broadcasting of Proceedings), and the inherent authority of the Court to prevent the disruption of court proceedings, the recording of audio and taking of video or photographs in the courtroom and adjacent hallways is prohibited. The broadcasting, televising, distribution, or possession of any unauthorized photographs or audio and/or video recordings of any court proceedings is also prohibited. The recording of audio and/or taking of video or photographs or the broadcasting, televising, distribution or possession of any such recording, without the prior written approval of the Court, may be punishable as a contempt of court.

**112.20** A person who aids, induces, or causes the unauthorized recording of audio and/or taking of video or photographs of court proceedings or a person who broadcasts, televises, distributes or possesses an unauthorized audio or video recording or photograph of a court proceeding is also subject to contempt of court proceedings.

**112.30** In order to ensure compliance with and/or to determine if there is a violation of this rule, the Court may order the seizure of any electronic device suspected of containing or being used in the transmission of unauthorized photographs or recordings. In addition to the possible sanctions for contempt, including imposition of a fine and/or commitment to the Hamilton County Jail, the Court may confiscate any audio recording, video recording, or photograph that is in violation of this rule.

**LR29-AR07-113. CUSTODY, REMOVAL, AND DISPOSAL OF ORIGINAL RECORDS AND EXHIBITS**

**113.10** GOVERNED BY LOCAL RULES. Except as provided for in Indiana Administrative Rule 7, the custody, removal, and disposal of original records and exhibits shall be governed by this rule.

**113.20** TIME PERIOD FOR COURT REPORTER TO MAINTAIN CUSTODY. After being marked for identification, all models, diagrams, exhibits and materials (hereinafter "items") offered or admitted into evidence in any case pending or tried in the Hamilton County Circuit and Superior Courts shall be placed in the custody of the Court Reporter and, unless ordered otherwise by the Court shall not be removed until after the time periods specified below.

a. Criminal Cases:

(1) Misdemeanor, Class C, D, Level 5 and 6 felony cases two (2) years after the latest of the following events:

- (a) the case is dismissed;
- (b) the defendant is found not guilty;
- (c) the defendant is sentenced; or
- (d) if there was an appeal, the filing of the final order (i.e., the order disposes of all issues) of the reviewing Court in the office of the Clerk.

(2) Class A, B, Level 1, 2, 3, and 4 felony and Murder cases twenty (20) years after the latest of the following events:

- (a) the case is dismissed;
- (b) the defendant is found not guilty;
- (c) the defendant is sentenced; or
- (d) if there was an appeal, the filing of the final order (i.e., the order disposes of all issues) of the reviewing Court in the office of the Clerk.

b. Civil Cases:

Thirty (30) days after the latest of the following events:

- (a) the case is decided; or
- (b) if there was an appeal, the filing of the final order (i.e., the order disposes of all issues) of the reviewing Court in the office of the Clerk.

**113.30 TIME PERIOD FOR REMOVAL BY PARTIES.** Unless ordered otherwise, all items placed in the custody of the Court Reporter shall be removed by the parties or their attorneys who offered them into evidence no later than ninety (90) days after the expiration of the time periods set forth above in subsection 113.20. At the time of removal, a detailed receipt shall be provided by the party removing said items and this receipt will be filed in the case. No motion or order is required prior to the removal of an exhibit pursuant to this subsection.

**113.40 DISPOSAL OF UN-REMOVED ITEMS.** If the parties or their attorneys do not remove the items within the time period set forth in subsection 113.30, the Court may direct disposition or destruction of the items. For all cases decided or otherwise disposed of as to all issues prior to the effective date of this rule, if the parties or their attorneys do not remove the items within sixty (60) days after the effective date of this rule, the Court may direct disposition or destruction.

**113.50 CURRENCY AND CONTRABAND.** Currency exhibits and contraband exhibits, such as controlled substances and weapons, shall be released to the investigative agency at the conclusion of the trial and not placed in the custody of the Court Reporter. A receipt shall be issued, and a photograph substituted when such exhibits are released.

**113.60 BIOLOGICALLY CONTAMINATED EVIDENCE.** A party who offers biologically contaminated evidence must file a pre-trial notice with the Court and serve all the parties so that the Court can consider the issue and rule appropriately before trial.

**LR29-AR00-114. FEES FOR THE HAMILTON COUNTY VETERANS COURT**

**114.10** Pursuant to the authority granted by Indiana Code 33-23-16-23, the Judges of Hamilton County have established the following fees for the Hamilton County Veterans Court:

Administration fee (per admission) . . . . . \$100

Service fee (per month, per referral) . . . . . \$ 50

NOTE: Chemical testing fees will be assessed in addition to the Veterans Court services fee.

**LR29-AR00-115. FEES FOR HAMILTON COUNTY PRETRIAL SERVICES**

**115.10** Pursuant to Indiana Code 35-33-8-3.3, the Judges of Hamilton County have established the following fee for Hamilton County Pretrial Services:

One (1) Initial Pretrial Service fee . . . . . \$50

**LR29-AR00-116 TRAFFIC VIOLATION BUREAU AND PROCEDURES**

**116.10** Pursuant to Indiana Code 34-28-5-7, Hamilton County Superior Courts No. 4, 5, and 6 (the “Courts”) establish a Traffic Violations Bureau and appoint the Clerk of Hamilton County (the “Clerk”) as the Violations Clerk to serve in that capacity at the direction and control of the courts. The Clerk is authorized to appoint such Deputy Violations Clerks as the Clerk deems necessary.

**116.20** The duties of the Violations Clerk, or Deputy Violations Clerk, shall be as stated in Indiana Code 34-28-5-8.

**116.30** The Courts will designate traffic violations that are within the authority of the Violations Clerk and a schedule of judgments to be imposed for certain violations which shall be prominently posted in the office of the Violations Bureau where fines and costs are to be paid and distributed to the police departments within Hamilton County. The Violations Clerk shall accept, receipt, and account for all money tendered for designated traffic violations in accordance with the same policies and procedures under which the Clerk performs such duties for the acceptance, receipt, and accounting of all other monies received by the Clerk.

**116.40** The Courts may hold a joint session designated for hearing alleged traffic violations involving infractions and ordinance violations on a recurring day and time as agreed upon by the Courts. For these joint sessions, one of the Judges of the Courts, or his/her designee, shall preside with full power and authority over all cases docketed for the joint session as if all docketed cases were in fact filed in the court of the presiding judge. The Judges of the Courts shall rotate as the presiding judge of the joint sessions.

**116.50** Any person charged with a traffic violation that is within the authority of the Violations Clerk may mail or deliver the amount of the judgment (including costs indicated on the posted schedule) and a signed admission of the violation or a plea of *nolo contendere* (if the action is for a moving traffic violation) and need not appear in open court. The Violations Clerk is authorized to accept such payments but, before accepting any pleading admitting to a violation or entering a declaration of *nolo contendere* to a moving traffic violation, the Violations Clerk shall inform the person (or determine that the person has been informed) that the person’s signature to an admission of the violation or to a pleading of *nolo contendere* will have the same effect as a judgment of the Court and that a record of the judgment will be sent to the Commissioner of the Bureau of Motor Vehicles (the “BMV”) of Indiana or to the BMV of the state where the person received a license to drive.

**116.60** To assist in the efficient functioning of the Courts, the Traffic Violations Bureau and the Clerk’s Order Book Office for the Courts further establishes the following procedures:

- a. The Court takes notice that a person cited into court for a traffic violation that is either an infraction or an ordinance violation is given personal notice of his/her appearance date. Accordingly, any person so cited who fails to appear (“FTA”) as required shall be deemed to have had sufficient legal notice and is subject to the sanctions of Indiana Code 9-30-3-8 including but not limited to the issuance of an arrest warrant for Indiana residents.
- b. Notwithstanding the above subparagraph (116.60 a.), no action shall be taken for a FTA for a joint night court session until 30 days have elapsed from the date of the

scheduled appearance. At the end of the 30 days, the Violations Clerk shall promptly send notice of the FTA to the BMV as required by statute.

c. Once a defendant has FTA, and notice of that FTA has been sent to the BMV, the defendant may resolve his/her FTA status in the following manner:

(1) For all Class D infractions, either:

Pay \$25.00 on or before a date set by the Violations Clerk/court staff (said date not to exceed 20 days from the date of request). The Violations Clerk/court staff shall inform the defendant that failure to pay by the date established will result in the imposition of an additional late fee of \$25.00. Or, appear in court on a date set by the Violations Clerk/court staff not to exceed 30 days from the date of the request. The Violations Clerk/court staff shall inform the defendant that no continuance will be granted, and that a second FTA could result in a warrant being issued for the defendant's arrest.

(2) For all scheduled offenses for which defendant is not required to appear, either:

Pay the scheduled fine plus court costs for each separate cause. This shall be paid by a date set by the Violations Clerk/court staff not to exceed 30 days from the date of the request. The Violations Clerk/court staff shall inform the defendant that failure to pay by the date established will result in the imposition of an additional late fee of \$25.00 for each separate cause.

Or, appear in court on a date set by the Violations Clerk/court staff not to exceed 30 days from the date of the request. The Violations Clerk/court staff shall inform the defendant that no continuance will be granted, and that a second FTA could result in a warrant being issued for the defendant's arrest.

(3) For all offenses for which the defendant is required to appear in court:

Appear in court on a date set by the Violations Clerk/court staff not to exceed 30 days from the date of the request. The Violations Clerk/court staff shall inform the defendant that no continuance will be granted, and that a second FTA could result in a warrant being issued for the defendant's arrest.

d. The Clerk is authorized to send letters previously approved by the Courts in those situations where incorrect amounts have been tendered as payment for court costs and fine, or where payment has been tendered by mail, but the defendant is required to appear in person in open court. However, where a person fails to pay any fine or courts costs imposed on an infraction or an ordinance violation in full by the date specified by the court in said mailing, the defendant shall be subject to the late payment fee established by Hamilton County Local Rule 29-CR00-308, will be shown as failure to pay, and such failure to pay shall be reported to the BMV for appropriate action.

e. Where a defendant has appeared in open court as required and a judgment for fine and court costs has been entered, and the defendant has requested and been granted time to pay, and the fails to pay as agreed, the defendant shall be subject to the late payment fee established by Hamilton County Local Rule 29-CR00-308, and the Clerk is authorized to send notice of such failure to pay to the BMV for appropriate action.

f. The Clerk is further authorized to correct purely clerical errors of the Courts in relation to matters on the minor offenses and violations docket, including but not limited

to matters within the authority of the Traffic Violations Bureau, without the need for further specific orders from the Courts.

**116.70** The Courts having made all reasonable effort to inform traffic violators of the judgment amount (including costs) to be paid for their violation, and recognizing that overpayments result in increased staff time, accounting confusion, and delays, hereby order that any overpayment of \$3.00 or less shall be retained by the Violation Clerk as an overpayment fee and shall be deposited through the Clerk's miscellaneous fund account into the Hamilton County General Fund.

**116.80** The Violations Clerk shall collect the late fee as set out in Hamilton County Local Rule 29-CR00-308.

# HAMILTON COUNTY LOCAL TRIAL RULES

## **LR29-TR03-201. FILING OF PLEADINGS AND ENTRY OF APPEARANCES**

**201.10** All pleadings shall be filed with the Hamilton County Clerk except for emergency orders under Indiana Trial Rule 65 (Injunctions).

**201.20** All documents filed in any Hamilton County Court, except for exhibits and existing wills, shall be prepared in compliance with Indiana Administrative Rule 11.

**201.30** All attorneys and *pro se* litigants shall file appearances complying with Indiana Trial Rule 3.1 and Indiana Trial Rule 86.

**201.40** Withdrawals of appearances by attorneys shall be permitted only with leave of Court. In both civil and criminal matters, attorneys requesting withdrawal must comply with the provisions of Indiana Trial Rule 3.1(H).

**201.50** Pursuant to Indiana Trial Rule 5(B)(1)(d), the Circuit and Superior Courts of Hamilton County hereby designate the “mailboxes” located in the Clerk’s order book office for service of pleadings upon attorneys who have such boxes. Pursuant to Indiana Trial Rule 86 registered users of the Indiana Electronic Filing System (IEFS) must utilize the IEFS to accomplish service. Registered users of IEFS by their registration with the system are deemed to have consented to accept notice and service of orders from the Court by electronic mail.

**201.60** All pleadings filed with the Court that require a certificate of service shall specifically name the individual party or attorney on whom service has been made, the address, the way service was made and the date when service was made.

**201.70** All filings shall follow the Indiana Rules of Trial Procedure. If the documents received are not in proper form, such deficiencies will not be corrected by court personnel. The Clerk is not required to notify Counsel or litigants of a filing deficiency.

## **LR29-TR77-202. PROPOSED ORDERS**

**202.10** Each Motion, Petition or other request for relief shall be accompanied by a proposed order. Proposed orders must be set forth on a separate page from the motion and must be filed as a separate lead document when the Indiana E-Filing System (IEFS) is used as the means of filing. Any party in opposition may submit proposed alternative orders to the Court.

**202.20** The Court shall not be required to act on any Motion, Petition or other request for relief unless filed in conformity with these Rules.

**202.30** All proposed orders submitted pursuant to these General Rules shall meet the following requirements:

- a. Contain a complete distribution list of all attorneys and *pro se* litigants with full addresses, including email addresses.
- b. Stamped envelopes appropriately addressed for each attorney of record and/or *pro se* litigant on the distribution list who does not have an email address.

## **LR29-TR00-203. BRIEFS AND MEMORANDUMS**

**203.10** Authorities relied upon which are not cited in the Northeastern Reporter system shall be attached to counsel’s brief. If the authority is cited for the first time in oral argument, a copy of the authority may be provided to the Court at the time of the argument. Sufficient copies shall be available to provide counsel for each party with a copy.

**LR29-TR79-204. SPECIAL JUDGES**

**204.10** After a special judge is selected, the attorneys or *pro se* litigants shall add to the caption of all pleadings to the right of the case title the following:

“BEFORE SPECIAL JUDGE \_\_\_\_\_.”

**204.20** After a special judge has qualified, a copy of each pleading and Chronological Case Summary entries filed with the Court shall be mailed and/or electronically delivered to the office of that Special judge by the counsel or *pro se* litigant with service indicated on the certificate of service.

**LR29-TR00-205. TRIAL SETTINGS**

**205.10** All requests to schedule trials and hearings shall contain the following information:

- a. Type of trial or hearing (i.e., jury trial, court trial, final hearing in dissolution, etc.).
- b. A good-faith estimate of the total court time needed for the trial or hearing.

**205.20** Each request under LR29-TR00-205.10 shall be accompanied by a proposed order with appropriate blanks for date and time and shall further include reference to those items set forth in LR29-TR00-205.10(a) and (b).

**205.30** Every opposing attorney or *pro se* litigant who receives such an order and disputes the estimate of court time needed for the trial or hearing shall notify the Court in writing within ten (10) days of the receipt of the original order and give their own good-faith estimate of the total court time needed.

**LR29-TR53-206. CONTINUANCES**

**206.10** Motions for continuance shall be in writing and include the following information:

- a. The date and time opposing counsel was advised that a continuance will be requested.
- b. Whether opposing counsel agrees with or objects to the request.
- c. The date and time of the hearing or trial for which a continuance is being sought.
- d. The approximate amount of time needed to elapse before the matter can be heard.
- e. A good-faith estimate of the time needed for such hearing or trial when rescheduled.

**206.20** Unless good cause is shown, no motion for continuance will be considered unless filed at least five (5) days before a court trial or hearing, and at least ten (10) days before a Jury Trial.

**206.30** All motions for continuance shall be accompanied by a proposed order in conformity with LR29-TR77-202 and LR29-TR00-205 containing a space for the Court to set a new date for the hearing or trial.

**206.40** When an attorney enters an appearance, it is the attorney’s responsibility to review the file and become aware of all previously scheduled hearing dates.

**206.50** A signature by an attorney on the request for continuance is certification by that attorney that the client has been notified of the request, agrees to the continuance and to the reason for which the continuance is sought.

**LR29-TR16-207. PRE-TRIAL CONFERENCES**

**207.10** An attorney who has the authority to stipulate to pre-trial matters shall attend the pre-trial conference.

**207.20** The Court may order the parties to provide written pre-trial entries pursuant to Indiana Trial Rule 16 at the pre-trial conference.

**207.30** The Court may impose sanctions pursuant to Indiana Trial Rules 16(K) and Trial Rule 37 for failure to provide written pre-trial entries.

**LR29-TR00-208. TRIALS**

**208.10** Jury trials shall begin promptly at 9:00 a.m. unless otherwise directed by the Court. The attorneys and the litigants shall report at 8:30 a.m. on the first day of trial or at a time as the Court shall direct.

**208.20** The Court reserves the right to require advance settlement conferences.

**208.30** Court trials shall begin promptly at the time assigned. The attorneys and the litigants are encouraged to arrive substantially in advance of the scheduled time for the purpose of entering into any last-minute stipulations or agreements.

**208.40** Trials shall adjourn or conclude between 4:00 p.m. and 4:30 p.m. or as the Court shall direct.

**LR29-TR79-209. COORDINATED LOCAL RULE OF THE COURTS OF HAMILTON COUNTY, ENACTED IN COMPLIANCE WITH T.R. 79 (H)**

**209.10** Pursuant to Trial Rule 79(H) of the Indiana Rules of Trial Procedure, the Circuit and Superior Courts of Hamilton County, in conjunction with the other Judges of Administrative District 12, i.e., Boone County, Clinton County, and Tipton County, Indiana, have adopted the following rule to establish procedures for the selection of special judges in civil cases. Said rule, as approved by the Supreme Court of Indiana, is as follows:

**209.20** Within seven (7) days of the notation in the Chronological Case Summary of an order granting a change of judge or an order of disqualification, the parties, pursuant to Indiana Trial Rule 79(D), may agree to any judge eligible under Indiana Trial Rule 79(J).

**209.30** If a special judge is required to be selected under Indiana Trial Rule 79(H) then the special judge shall be selected as follows:

**209.30.10** If the case was originally filed in a court of record in Hamilton County, then the judge will be selected randomly from among the regular judges of Hamilton County subject to existing local rules regarding case allocation and transfer.

**209.30.20** If the case was originally filed in a court of record in Boone, Clinton or Tipton County, then the judge will be selected on a rotating basis from among the regular judges of those counties subject to all local rules in each individual county regarding case allocation and transfer.

**209.30.30** If for any reason a judge cannot be selected by the above methods then the special judge shall be selected on a rotating basis from among all the regular judges of the District not already disqualified.

**209.40** A special judge selected under 209.30 must accept jurisdiction unless disqualified or excused pursuant to Indiana Trial Rule 79(D). The Administrator of Courts for Hamilton County shall maintain a list of the judges eligible for selection under 209.30.20 and a list of the judges eligible for selection under 209.30.30 and shall be contacted by the selecting court each time a judge must be selected from one of those lists. The Administrator of Courts shall provide the name of the next judge on the appropriate list upon a request from the selecting court and then strike the name of the judge selected from that list. The judge selected in this manner shall not be eligible to be selected again from the same list until all the other judges have been selected from that list except as required to avoid certification to the Indiana Supreme Court.

**209.50** In the event that no judicial officer within Administrative District 12 is eligible to serve as a special judge or the case warrants selection of a special judge by the Indiana Supreme Court, the judge of the court in which the case is pending shall certify the matter to the Indiana Supreme Court for appointment of a special judge.



**LR29-TR76-210. TRANSFER OF SMALL CLAIMS, INFRACTION AND ORDINANCE VIOLATION CASES IN THE EVENT OF DISQUALIFICATION**

**210.10** For the orderly administration of the small claims, infraction, and ordinance violation dockets of Superior Court No. 4, Superior Court No. 5, and Superior Court No. 6, this Rule shall govern in the event that a judge of a small claims, infraction, or ordinance violation case orders a change of judge pursuant to Indiana Trial Rule 76(B) or disqualifies himself or herself pursuant to Indiana Trial Rule 79(C).

**210.20** In the event that the judge of a small claims, infraction, or ordinance violation case in either Superior Court No. 4, Superior Court No. 5, or Superior Court No. 6 orders a change of judge pursuant to Indiana Trial Rule 76(B) or disqualifies himself or herself pursuant to Indiana Trial Rule 79(C), a special judge shall be selected by the Clerk by random selection of one of the remaining two (2) courts (i.e., either Superior Court No. 4, Superior Court No. 5, or Superior Court No. 6 as applicable).

**LR29-TR65-212. DISSIPATION OF ASSETS AND REMOVAL OF CHILDREN FROM THE STATE**

**212.10** In any Domestic Relations case filed in Hamilton County, the parties shall not, without hearing or security:

- a. Transfer, encumber, conceal, sell or otherwise dispose of any joint property of the parties or asset of the marriage except in the usual course of business or for the necessities of life, without the written consent of the parties or the permission of the Court; and/or
- b. Remove any child of the parties then residing in the State of Indiana from the State with the intent to deprive the Court of jurisdiction over such child without the prior written consent of all parties or the permission of the Court.

**LR29-TR56-213. SUMMARY JUDGMENT REQUIREMENTS**

**213.10** MOTIONS FOR SUMMARY JUDGMENT.

a. Separate Documents. When motions and/or subsequent responses permitted by Indiana Trial Rule 56 ("TR 56") are filed, the following documents shall be filed separately:

- (1) Memorandum in Support; and
- (2) Designation of Evidence

If no evidence is designated, separate Designation(s) of Evidence are not required.

b. Timing. Time limits shall be in accordance with TR 56. Unless a Case Management Order or other court order provides differently, any motion filed pursuant to TR 56 must be filed at least 90 days prior to any scheduled trial date. A Reply, which may be filed without request or permission, if filed, shall be filed not later than fourteen (14) days after service of the Response.

c. Memorandum Length Limits. Absent leave of the court, the Memorandum in Support and the Response Memorandum shall not exceed the greater of thirty (30) pages or 14,000 words. The Reply Memorandum shall not exceed the greater of ten (10) pages or 4,700 words. A Memorandum exceeding the page limit requirement of this rule must contain a Word Count Certificate certifying the number of words contained in the Memorandum, exclusive of the case caption, the signature block at the end of the Memorandum, the Certificate of Service, and the Word Count Certificate. The Word Count Certificate shall appear at the end of the Memorandum before the Certificate of

Service. The filing party certifying a word count may rely on the word count feature of the word processing system or software used to prepare the Memorandum.

d. Memorandum Form and Pagination.

(1) Summary of Argument Section. The Memorandum in Support of a Motion for Summary Judgment, and the Response to the Motion for Summary Judgment, shall contain a Summary of Argument section located at the beginning of the Memorandum.

(2) Separate and Consecutive Pagination. All pages of each document listed above shall be separately and consecutively paginated. The page numbers may be affixed to a page by type, stamp, or handwriting. Page numbers must appear at the bottom of the page.

(3) Pinpoint References. Any reference to the Designation of Evidence must specifically identify the referenced exhibit and, where possible, the page number, numbered paragraph, or line number. Entire exhibits of more than a single page should never be referenced without more specific identification.

e. Designation of Evidence.

(1) Volumes. A Designation of Evidence shall consist of a Table of Contents (see 213.10, e. (3) below) and one or more additional volumes, and each volume shall be limited in size to the lesser of two hundred fifty (250) pages or 25 megabytes (25MB). The front page shall be included in the two hundred fifty (250) page limit of this rule. Conventionally filed volumes shall be bound with a single staple or binder clip and shall not be bound in book or pamphlet form.

(2) Numbering. Each volume of a Designation of Evidence shall be independently and consecutively numbered at the bottom of the page (see 213.10, d. (2) above) without obscuring the page numbers existing on original documents. Each volume shall begin with a numeral one on the first page. Therefore, if more than one volume is filed, each volume should begin with page one.

(3) Table of Contents. A Designation of Evidence shall contain a single Table of Contents for the entire designation, which shall be submitted at the beginning of Volume I. If more than one volume is required, pursuant to 213.10, e. (1) above, then Volume I will consist of the Table of Contents only and the designated evidence will begin in Volume II. The Table of Contents must clearly designate each Exhibit relied upon in the Motion or Response and contain the beginning and ending page number for each Exhibit.

(4) Exhibits. Each Exhibit shall be marked on its first page with an Exhibit Letter and short Title. No document or individual page may be designated as evidence that does not contain an Exhibit Letter and a short Title. In each Designation of Evidence, Exhibits shall begin with the letter "A" and proceed through the alphabet. The Exhibit Title shall identify the specific document by its content, such as "Affidavit of Mary Rose;" "Credit Card Statements 2007-2019;" or "Deposition of John Henry." The Exhibit Letter and Title shall match the Exhibit Letter and Title as stated in the Table of Contents. If a document is authenticated or referenced by an Exhibit, it shall be marked as a subpart to that Exhibit and shall be specifically and accurately referenced in the authenticating or referencing document. As with each Exhibit, each subpart to an Exhibit shall be identified in the Table of Contents. If any document contains an Exhibit letter or

number from an earlier filing, the earlier letter or number shall be removed to avoid confusion. However, when necessary to authenticate an earlier document, the earlier letter or number shall remain on that document, and the Exhibit shall also contain and be identified in the Table of Contents by the new Exhibit Letter. Citations must be to Exhibit Letter and page number referenced in the Table of Contents (for example, Pl.'s Designation of Evidence Vol. II, Ex. B at p.15).

(5) Designated Evidence that is Earlier Filed/Issued in the Case. Documents that are designated as evidence that have already been filed or issued in the case, such as the Complaint, Answer, Orders, etc., shall be listed and included in the Designation of Evidence and assigned an Exhibit Letter and short Title as required above.

f. Supplemental Designation of Evidence. The moving party's evidence supporting its Motion for Summary Judgment shall be submitted in its Designation of Evidence filed with its Motion and Supporting Memorandum. In extraordinary circumstances, and only with leave of the court, the moving party may submit evidence with a Reply Memorandum through a Supplemental Designation of Evidence only:

- (1) When the moving party acquired the evidence for the first time after filing its Motion for Summary Judgment; or
- (2) To respond to evidence submitted in the non-moving party's Designation of Evidence.

A Supplemental Designation of Evidence shall conform to the requirements set forth above (see 213.10, e.).

**213.20** REPLY MEMORANDUM. A moving party's Reply Memorandum may not raise any new issue not raised in the moving party's principal Motion and Supporting Memorandum. However, this prohibition shall not prevent the moving party from responding to arguments made in the non-moving party's Response Memorandum.

**213.30** MOTIONS TO STRIKE. At the time a Response to Motion for Summary Judgment is filed, the non-moving party's Motion to Strike, if any, shall also be filed. At the time a Reply Memorandum is filed, the moving party's Motion to Strike, if any, shall also be filed. A Motion to Strike shall be paginated as set forth above (see 213.10, d.), and shall not exceed the greater of six (6) pages or 2,800 words. Any Opposition to a Motion to Strike shall not exceed the greater of six (6) pages or 2,800 words and shall be filed not later than seven (7) days after the Motion to Strike is filed. Motions to Strike and Oppositions to Motions to Strike exceeding the page limits shall contain a Word Count Certificate as described above (see 213.10, c.).

**213.40** SUR-REPLY. Sur-Replies are disfavored and will only be permitted with leave of the court in extraordinary circumstances. A Request to file a Sur-Reply shall be filed no later than five (5) days after service of a Reply. Unless such a Request is ruled upon within five (5) days it shall be deemed denied and entry of service of notice of such denial shall not be required. A Sur-Reply may not be filed or submitted with, nor attached to, the Request. If the Request is granted, the party shall file a Sur-Reply no later than ten (10) days after the Request was granted. A Sur-Reply shall not exceed the greater of five (5) pages or 2,350 words. In all other respects, a Sur-Reply shall be filed in accordance with this rule.

**213.50** VIOLATIONS OF THIS RULE. Violations of this rule may result in the court issuing an appropriate order concerning such violation. Sanctions for such violations may include, but are not limited to, the striking of the offending documents in whole or in part.

## HAMILTON COUNTY LOCAL CRIMINAL RULES

### **LR29-CR00-301. CRIMINAL RANDOM FILING**

**301.10** This Random Filing Rule does not apply to either civil cases or juvenile cases.

**301.20** All CM case types (except those assigned to Superior Court No. 3 and 6 pursuant to Section 301.30 below) shall be randomly filed with 1/3 in Superior Court No. 4, 1/3 in Superior Court No. 5, and 1/3 in Superior Court No. 6 using the Clerk's random assignment procedure. All F6 case types (except those assigned to Superior Court No. 3 pursuant to Section 301.30 below) shall be randomly filed with 1/3 in Superior Court No. 4, 1/3 in Superior Court No. 5, and 1/3 in Superior Court No. 6 using the Clerk's random assignment procedure. Reassignment of these cases shall be achieved by transferring cases originating in Superior Court No. 4 to either Superior Court No. 5 or Superior Court No. 6; transferring cases originating in Superior Court No. 5 to either Superior Court No. 4 or Superior Court No. 6; and, transferring cases originating in Superior Court No. 6 to either Superior Court No. 4 or Superior Court No. 5. In the event a subsequent reassignment is required (and neither Superior Court No. 4, nor Superior Court No. 5, nor Superior Court No. 6 is available) said case assignment shall be achieved by obtaining a new court assignment from all Hamilton County Courts using the Clerk's random assignment procedure.

**301.30** F6 case types with domestic battery offenses, strangulation offenses, and invasion of privacy offenses shall be filed in Superior Court No. 3; and, CM case types with invasion of privacy offenses shall be filed in Superior Court No. 3. All other CM case types with domestic battery offenses shall be filed in Superior Court No. 6.

**301.40** MR, F1, F2, F3, F4, and F5 case types shall be randomly filed per case type with 25% of each case type filed in Circuit Court, Superior Court No. 1, Superior Court No. 2 and Superior Court No. 3. Reassignment of these cases shall be achieved by obtaining a new court assignment using the Clerk's random assignment procedure of the Courts designated to accept this type of case.

**301.50** The Clerk shall use a court-approved procedure which provides a tamper proof method for random assignment consistent with the foregoing paragraphs of this Criminal Rule.

**301.60** From time to time, the Courts may provide orders to assist the Clerk in implementing the Criminal Random Filing procedures.

**301.70** Pursuant to Indiana Criminal Rule 2.2(C), if a case is dismissed after filing, upon refiling it shall be assigned to the same court where it was originally assigned.

**301.80** The Clerk shall file subsequent cases against a defendant with a pending case (where a "pending case" is defined under this rule as a criminal case in which there is either no disposition of the charge(s) via a determination of guilt or dismissal or the defendant has not yet been discharged from the sentence imposed, including probation) as follows:

- a. When a defendant has a pending case in Circuit Court, Superior Court No. 1, Superior Court No. 2, or Superior Court No. 3, the Clerk shall file any subsequent criminal case types (MR, F1, F2, F3, F4, F5, F6, or CM) in the same court as that of the pending case. However, this subparagraph does not apply to F6 or CM case types with one (1) or more OWI offenses (IC 9-30-5) charged.
- b. When a defendant has a pending case in Superior Court No. 4, or Superior Court No. 5, or Superior Court No. 6, the Clerk shall file any subsequent F6 or CM case types (except those assigned to Superior Court No. 3 or 6 pursuant to Section 301.30) in the same court as that of the pending case.

- c. When a defendant's only pending cases are in Superior Court No. 4, or Superior Court No. 5, or Superior Court No. 6, the Clerk shall file any subsequent case types listed under Sections 301.30 or 301.40 as set forth in Sections 301.30 and 301.40.
- d. When the State elects to name two or more individuals or entities as defendants pursuant to LR 29-CR00-303, Section 303.10, and more than one (1) such co-defendant has a pending case, then the Clerk shall file the causes under the procedure set forth in Section 303.10 [but notwithstanding Section 303.10(b)(1)] into the Court with the oldest pending case for which the defendant has personally appeared. The "oldest" case shall be determined by the earliest filing date.
- e. It shall be the duty of the Prosecuting Attorney or Deputy Prosecuting Attorney to file written notice with the Clerk that a defendant has a pending case that requires the Clerk to follow the filing requirements of this rule.
- f. If a conflict arises between Sections 301.30 and 301.80, Sections 301.30 controls.
- g. A Court, at the request of both parties, may transfer a case to another Court where the defendant has a pending case, as defined by this rule, provided that the receiving Court agrees to accept the transfer.

**301.90** Notwithstanding the above, the Prosecutor of Hamilton County has the discretion to file the following CM cases in a city court:

- a. Indiana Code 7.1-5-1;
- b. Indiana Code 7.1-5-7 (except for 7.1-5-7-8);
- c. Indiana Code 9-21-8;
- d. Indiana Code 9-24-18;
- e. Indiana Code 9-24-19;
- f. Indiana Code 9-26-1;
- g. Indiana Code 9-30-16;
- h. Indiana Code 35-48-4-8.3; and
- i. Indiana Code 35-48-4-11,

only if the misdemeanor allegedly occurred within the limits of the city and the case is not considered a subsequent case under Section 301.80.

**301.90.1** Notwithstanding the above, the Prosecutor of Hamilton County has the discretion to file the following CM cases in a city court: Indiana Code 14 *et seq.* if the misdemeanor allegedly occurred within the limits of the county and the case is not considered a subsequent case under Section 301.80.

**301.90.2** A defendant in a city court criminal case may, not later than ten (10) days before the first scheduled trial date, move to transfer the case to a court of record or demand a jury trial. The judge of the city court shall then transfer the case to the Clerk of Hamilton County Courts who shall assign the case pursuant to the Criminal Random Filing Rule. If the judge of a city court recuses or grants a motion for change of judge, the judge shall transfer the case to the Clerk of Hamilton County Courts who shall assign the case pursuant to the Criminal Random Filing Rule.

## **LR29-CR00-302. CLERK PROCEDURES TO ACCOMPLISH CRIMINAL RANDOM FILING**

**302.10** The Judges of the Hamilton Circuit Court and Hamilton Superior Courts approve the following procedures to be used in the Hamilton County Clerk's office to accomplish the Hamilton County Criminal Random Filing Order.

- a. Begin with a set number of cases which is evenly divisible by the applicable number of Hamilton County Courts.
- b. Divide the set number of cases by the percentages for each type of case per Court resulting in the number of each type case for each Court which shall equal the percentages.
- c. These cases are then pulled and/or selected for individual case number assignment one-by-one on an impartial random selection basis.

**LR29-CR00-303. FILING CO-DEFENDANTS UNDER HAMILTON COUNTY CRIMINAL RANDOM FILING RULE.**

**303.10** It is hereby resolved that the following rule applicable to the filing of misdemeanor and felony cases shall be employed in the implementation of the Hamilton County Criminal Random Filing Rule.

- a. When the Prosecutor of Hamilton County, individually or through deputy prosecutors, elects to file a felony or misdemeanor case in which two or more individuals or entities are named as Defendants, at the time of the filing of said charges, said Prosecutor or Deputy Prosecutor shall file notice with the Clerk of Hamilton County that said case is to be treated under this rule.
- b. Upon receiving notice for treatment of a case under this rule, the Clerk shall take the following action:
  - (1) First, the Clerk shall randomly select a Court designated to receive the type case being filed under the Random filing rule approved by the Judges of the Hamilton Circuit and Superior Courts,
  - (2) Second, the first named Defendant in the multiple defendant information shall be assigned the next available cause number in the randomly selected Circuit or Superior Court.
  - (3) Third, the remaining Defendants shall each be assigned the next available cause number in the randomly selected Circuit or Superior Court in the order of their appearance on the charging information.
  - (4) Fourth, the Clerk shall treat each cause number assigned under this rule as a separate and distinct case and shall remove from his/her random selection pool the number of cases assigned hereunder in order to maintain the percentage allocations set forth in the Random Filing Rule.
- c. Each Defendant's case filed under this rule shall be treated as a separate and distinct case, and Co-Defendant's cases will not be consolidated for trial unless said consolidation is approved by separate order of the assigned Judge.
- d. The Clerk shall follow this rule only when the State files the Co-Defendant cases simultaneously.
- e. This rule shall remain in full force and effect unless otherwise modified, amended, or repealed by separate written instructions adopted by the Judges of the Hamilton Circuit and Superior Courts.

**LR29-CR00-304. FILING FELONY CASES ARISING FROM JUVENILE WAIVER HEARINGS UNDER HAMILTON COUNTY RANDOM FILING RULE**

**304.10** The Clerk is ordered to treat new criminal filings which arise from the waiver of a juvenile matter to criminal court as a new criminal matter under the random filing rule and to

assign said cause to the Court identified under said rule regardless of which court may have previously exercised juvenile jurisdiction prior to waiver, unless otherwise directed by the waiving court.

**LR29-CR00-305. PRETRIAL SERVICES PROGRAM: RELEASE ON BOND OR PERSONAL RECOGNIZANCE AND SUPERVISION**

**305.10 PRETRIAL SERVICES PROGRAM.** The Hamilton County Pretrial Services Program (the “Program”) shall operate under the authority the Circuit and Superior courts of Hamilton County with day to day operations supervised by its Director who shall report to the judges of those courts. The Program shall include those persons acting under the Director’s authority or direction. The purpose of the Program shall be to assess the risk posed by the release of individuals booked into the Hamilton County jail on a criminal charge, and to supervise those who are released under the authority of the Program. The Hamilton County Courts grant the Program the authority to perform the following duties:

- a. Conduct assessments: Each individual booked into the Hamilton County Jail on a criminal charge, unless ordered or exempted by the court, shall be assessed as to his/her risk for failure to appear, risk of re-offending, and risk of potential harm to the community or to self if released from custody pending a resolution of a pending charge or charges. The safety of the community shall be paramount, but given this priority, the Program shall attempt to maximize release without money bond where appropriate. The Program shall utilize at least one screening tool approved by the Indiana Supreme Court for this purpose and such other instruments as may be approved and required by the judges of the Circuit and Superior Courts of Hamilton County.
- b. Supervise Program Participants: Individual approved for release from custody shall be under the supervision of the Program as a program participant. The Program shall utilize means of supervision approved by the judges of the Circuit and Superior courts that are consistent with the assessed risk level of the program participant and shall have the authority to increase or decrease supervision requirements during the pendency of the program participant’s case, as appropriate.

**305.20 RELEASE SCHEDULES:** When any individual is booked into the Hamilton County Jail on a warrantless arrest, unless ordered or exempted by the court, the Sheriff shall either release or detain the individual in accordance with the schedules found in Appendices A and B pertaining to pretrial release and bond.

**305.30 SEPARATE BONDS:** The Circuit and Superior Courts of Hamilton County will only accept appearance bonds written for a single cause number and will not accept lump sum appearance bonds that apply to more than one cause number.

**305.40 CONDITIONS OF RELEASE:** All releases on bond or on personal recognizance are subject to the following basic conditions: (a) defendant shall appear in court at all times required by the Court; (b) defendant shall not leave the State of Indiana without the prior written consent of the Court; (c) defendant shall not commit nor be arrested for another criminal offense; (d) defendant shall keep his or her attorney and the Court advised in writing of any change of address within 24 hours of such change; and (e) any other condition set forth in Appendices A and B or as ordered by court. Pursuant to Indiana Code 35-33-8-3.2(a)(4) a defendant’s release may also be conditioned upon refraining from any direct or indirect contact with the alleged victim of an offense or other individual as ordered by the Court. Violation of any condition of release may result in the Court revoking the defendant’s release and issuing a re-arrest warrant.

**305.50** PROPERTY BONDS: The Circuit and Superior Courts of Hamilton County will grant a defendant's release on a property bond only after notice is sent to the Prosecuting Attorney and a hearing is set to determine whether such a bond is proper.

**305.60** ALTERATION OF RELEASE STATUS: If a judicial officer has set the defendant's initial bond, then the judicial officer conducting the initial hearing may not alter the bond. If the Sheriff has initially set the defendant's bond in accordance with Appendix A, or if the defendant has been determined to be eligible for release in accordance with Appendix B, then the judicial officer who conducts the initial hearing:

- a. shall adjust the bond to conform to the actual charges filed by the State;
- b. may increase the bond, if an increase is warranted by the circumstances;
- c. may set a money bond if the defendant is still in custody when he/she appears before the judicial officer, even if it has been determined that the defendant is eligible for release to the Pretrial Release Program;
- d. may reduce the bond, if multiple charges have been filed, to an amount not lower than the highest-class bond for one charge (unstacking), if a reduction is warranted by the circumstances;
- e. may release the defendant on his or her own recognizance:
  - (1) for medical reasons if recommended by the Sheriff and if notice has been given to the prosecuting attorney;
  - (2) with or without conditions upon the agreement of the prosecuting attorney and the defendant's counsel and after review of a pretrial release screening report filed with the court;
- f. may release the defendant to the supervision of the pretrial release program under such conditions found appropriate after review of a pretrial release screening report filed with the court; or,
- g. after review of a pretrial release screening report filed with the court, and upon agreement of the prosecuting attorney and the defendant's counsel, may modify conditions of release previously imposed.

#### **LR29-CR00-306. WAIVER OF MISDEMEANOR INITIAL HEARING**

**306.10** A defendant may waive an initial hearing for one or more misdemeanors only if the defendant is represented by an attorney, the defendant is not incarcerated, and the defendant and attorney comply with this rule.

**306.20** If the misdemeanor charges have been filed with the Clerk, the attorney for the defendant must do the following prior to the scheduled initial hearing:

- a. Sign a Request for Waiver of Initial Hearing on the [Form CR00-306)] approved by the Courts and available at the Magistrate's office; and
- b. File a written Appearance, a CCS entry [Form TR77-202], and the Request for Waiver of Initial Hearing at the clerk's office. The CCS entry should show the Request for Waiver of Initial Hearing either granted or denied and provide spaces for the Court to fill in the appropriate omnibus date, and dates for any pre-trial and trial settings that the Court would otherwise have set at the initial hearing.

**306.30** If the misdemeanor charges have not been filed with the Clerk at the time the attorney wishes to waive the initial hearing, the attorney may do the following:

- a. Complete the paperwork required in LR29-CR00-306.20; and



b. Deliver a courtesy copy to the Magistrate's Office along with a copy of the summons for the defendant's scheduled initial hearing date.

**306.40** If an attorney attempts to waive the initial hearing prior to the filing of charges as provided in LR29-CR00-306.30, it is the attorney's responsibility to check with the Magistrate on the scheduled initial hearing date to make sure that the required paperwork was placed with the defendant's file. The magistrate and courts will not be responsible if a court issues a warrant for a defendant's failure to appear for an initial hearing after an attorney has attempted to waive the initial hearing prior to the filing of the charge.

## **LR29-CR00-307. AUTOMATIC DISCOVERY**

### **307.10 GENERAL PROVISIONS:**

a. Within thirty (30) days from the entry of an appearance by an attorney for a defendant, or from the formal filing of charges, whichever occurs later, the State shall disclose all relevant items and information under this rule to the defendant, subject to Constitutional limitations and such other limitation as the Court may specifically provide by separate order, and the defendant shall disclose all relevant items and information under this rule to the State within ten (10) days after the State's disclosure. Both parties shall furnish items disclosed and required to be furnished under this Rule within a reasonable time thereafter.

b. No written motion is required, except:

- (1) To compel compliance under this rule;
- (2) For additional discovery not covered under this rule;
- (3) For a protective order seeking exemption from the provisions of this rule; or,
- (4) For an extension of time to comply with this rule.

c. Although each side has a right to full discovery under the terms of this rule, each side has a corresponding duty to seek out the discovery. Failure to do so may result in the waiver of the right to full discovery under this rule.

### **307.20 STATE DISCLOSURES:**

a. The State shall disclose the following materials and information within its possession or control:

- (1) The names and last known addresses of persons whom the State intends to call as witnesses along with copies of their relevant written and recorded statements;
- (2) Any written, oral, or recorded statements made by the accused or by a co-defendant, and a list of witnesses to the making and acknowledgment of such statements;
- (3) If applicable, the State shall disclose the existence of grand jury testimony of any person whom the prosecuting attorney may call as a witness at any trial or hearing in the case. In addition, the State shall provide a copy of those portions of any transcript of grand jury minutes, within the State's possession, which contain the testimony of such witness or witnesses. If such transcripts do not exist, the defendant may apply to the Court for an order requiring their preparation;
- (4) Any reports or statements of experts, made in connection with the case, including results of physical or mental examinations and of scientific tests, experiments or comparisons;

- (5) Any books, papers, documents, photographs, or tangible objects that the prosecuting attorney intends to use in the hearing or trial, or which were obtained from or belong to the accused;
- (6) Any record of prior criminal convictions that may be used for impeachment of the persons whom the State intends to call as witnesses at any hearing or trial;-and
- (7) Any criminal history information or documents regarding the defendant and sourced from criminal justice information (CJI) systems, the bureau of motor vehicles, or other governmental agency.

b. The State shall disclose to the defendant(s) any material or information within its possession or control that tends to negate the guilt of the accused as to the offenses charged or would tend to reduce the punishment for such offenses.

c. The State may perform these disclosure obligations in any manner mutually agreeable to the State and the defendant. Compliance may include a notification to the defendant or defense counsel that material and information being disclosed may be inspected, obtained, tested, copied, or photographed at a specified reasonable time and place.

d. The State may refrain from providing a witness' address or other contact information under this rule if the State in good faith believes the disclosure of the witness' address or other contact information may jeopardize the safety of the witness or the witness' immediate family. If the State does not disclose the witness' address or other contact information in its possession for the reason stated under this rule, then the State shall make the witness available to the defense counsel upon reasonable notice. Disputes among the parties concerning this lack of disclosure shall be resolved in accordance with Indiana Trial Rule 26(F).

**307.30** DEFENDANT DISCLOSURES:

a. Defendant's counsel (or defendant where defendant is preceding pro se) shall furnish the State with the following material and information within his or her possession or control:

- (1) The names and last known addresses of persons whom the defendant intends to call as witnesses along with copies of their relevant written and recorded statements;
- (2) Any books, papers, documents, photographs, or tangible objects defendant intends to use as evidence at any trial or hearing;
- (3) Any medical, scientific, or expert witness evaluations, statements, reports, or testimony which may be used at any trial or hearing;
- (4) Any defense, procedural or substantive, which the defendant intends to make at any hearing or trial; and
- (5) Any record of prior criminal convictions known to the defendant or defense counsel that may be used for impeachment of the persons whom the defense intends to call at any hearing or trial.

**307.40** ADDITIONS, LIMITATION, AND PROTECTIVE ORDERS:

a. Discretionary Disclosures: Upon written request and a showing of materiality, the Court, in its discretion, may require additional disclosure not otherwise covered by this rule.

b. Denial of Disclosure: The Court may deny disclosure required by this rule upon a finding that there is substantial risk to any person of physical harm, intimidation, bribery,

economic reprisals, or unnecessary annoyance or embarrassment resulting from such disclosure to defendant or counsel.

c. Matters not subject to Disclosure

(1) Work Product: Disclosure hereunder shall not be required of legal research or records, correspondence, reports, or memoranda to the extent that they contain the opinions, theories, or conclusions of the State or members of its legal or investigative staff, or of defense counsel or counsel's legal or investigative staff; and

(2) Informants: Disclosure of an informant's identity shall not be required where there is a paramount interest of non-disclosure and where a failure to disclose will not infringe upon the Constitutional rights of the accused. Disclosure shall not be denied hereunder of the identity of witnesses to be produced at trial or hearing.

(3) Protective Orders: Either the State or defense may apply for a protective order for non-disclosure of discovery required hereunder or any additional requested discovery.

**307.50 DUTY TO SUPPLEMENT RESPONSES:** The State and the defendant are under a continuing duty to supplement the discovery disclosures required hereunder as required upon the acquisition of additional information or materials otherwise required to be disclosed hereunder.

Supplementation of disclosures shall be made within a reasonable time after the obligation to supplement arises.

**307.60 SANCTIONS UPON FAILURE TO COMPLY:** Failure of a party to comply with either the disclosure requirements or the time limits required by this rule may result in the imposition of sanctions against the noncompliant party. These sanctions may include, but are not limited to, the exclusion of evidence at a trial or hearing.

**LR29-CR00-308. LATE PAYMENT FEE**

**308.10** Fines, court costs and civil penalties assessed for infractions, violations of municipal ordinances, felonies, misdemeanors or juvenile delinquency and juvenile status offenses are to be paid before 4:30 p.m. on the date they are assessed unless otherwise ordered. An order extending this deadline will be presumed to require payment on or before 4:30 p.m. of the extension deadline date or on the last business day of the extension period if a specific date is not set. If said fine, cost, or penalty is not paid in conformity with this rule or the court order extending the deadline, the Clerk may collect a late fee under Indiana Code 33-37-5-22, subject to the Court's authority to suspend said late fee for good cause.

**308.20** Notwithstanding the above, a late fee shall not be assessed for any late payment of fine and costs imposed in the night court sessions of Superior Courts 4, 5, and 6 until the Traffic Violations Bureau of those courts has forwarded notice to the Bureau of Motor Vehicles of failure to pay.

**LR29-CR00-309. COLLECTION OF PROBATION USER FEES**

**309.10** The Circuit and Superior Courts of Hamilton County direct the Hamilton County Clerk of Courts to be the designee for the Hamilton County Department of Probation Services to collect probation users' fees for probation services provided by the Hamilton County Department of Probation Services and to remit said fees to the proper authorities.

#### **LR29-CR00-310. DRUG COURT**

**310.10** The Hamilton County Drug Court is established to provide specialized services including: clinical assessment, education, referral for treatment, and service coordination and case management for eligible defendants and probationers as determined by its written policies and procedures.

**310.20** The day-to-day operation and management of the Drug Court shall be assigned to Hamilton County Superior Court No. 6.

**310.30** All criminal charges shall be filled as otherwise provided in these rules. However, after a charge has been filed, if a defendant is accepted by the Drug Court, a judge may transfer the defendant's case to Drug Court for services in accordance with Drug Court policies and procedures.

**310.40** If a probationer is referred to and is accepted by Drug Court, a judge may transfer the case to Drug Court and require a probationer to participate in Drug Court in accordance with Drug Court policies and procedures as a condition of probation.

#### **LR29-CR00-311. VETERANS COURT**

**311.10** The Hamilton County Veterans Court is established to provide specialized services including: clinical assessment, education, referral for treatment, and service coordination and case management for eligible defendants and probationers as determined by its written policies and procedures.

**311.20** The day-to-day operation and management of the Veterans Court shall be assigned to Hamilton County Superior Court No. 3.

**311.30** All criminal charges shall be filled as otherwise provided in these rules. However, after a charge has been filed, if a defendant is accepted by the Veterans Court, a judge may assign the defendant's case to Veterans Court for services in accordance with Veterans Court policies and procedures.

**311.40** If a probationer is referred to and is accepted by Veterans Court, a judge may assign the case to Veterans Court and require a probationer to participate in Veterans Court in accordance with Veterans Court policies and procedures as a condition of probation.

#### **LR29-CR13-312. COORDINATED LOCAL RULE OF THE COURTS OF HAMILTON COUNTY, ENACTED IN COMPLIANCE WITH C.R. 2.2(D) AND 13(C)**

**311.10** Pursuant to Criminal Rules 2.2(D) and 13(C) of the Indiana Rules of Criminal Procedure, the Circuit and Superior Courts of Hamilton County, in conjunction with the other Judges of Administrative District 12, i.e., Boone County, Clinton County, and Tipton County, and the contiguous county of Madison Indiana, have adopted the following rule to establish procedures for the selection of special judges in criminal cases.

**312.20** Upon the granting of a change of judge or the disqualification or recusal of a judge, a successor judge shall be assigned in the same manner as the initial judge. Where this process does not result in the selection of a successor judge, selection shall be made from an alternative assignment list of full-time judicial officers from contiguous counties and counties within the administrative district of the court as set forth above. Except for those serving pursuant to Indiana Criminal Rule 12(G)(4), judges previously assigned to the case are ineligible for reassignment. A person appointed to serve as special judge under this subsection must accept jurisdiction in the case unless the appointed special judge is disqualified pursuant to the *Code of*

*Judicial Conduct*, ineligible for service under this Rule, or excused from service by the Indiana Supreme Court.

**312.30** The Administrator of Courts for Hamilton County shall maintain a list of the judges eligible for selection under 312.20 and shall be contacted by the selecting court each time a judge must be selected from the list. The Administrator of Courts shall provide the name of the next judge on the list upon a request from the selecting court and then strike the name of the judge selected from that list. The judge selected in this manner shall not be eligible to be selected again from the same list until all the other judges have been selected from that list except as required to avoid certification to the Indiana Supreme Court.

**312.40** A trial court may request the Indiana Supreme Court to appoint a special judge pursuant to Indiana Criminal Rule 13(D).

**312.50** A judge assigned under the provision of this rule shall accept jurisdiction unless disqualified or excused pursuant to Indiana Criminal Rule 13(E).

**312.60** In the event the case has been reassigned or a special judge assumes jurisdiction and thereafter ceases to act for any reason, further reassignment or the selection of a successor special judge shall be in the same manner as set forth in subsection 312.20 above.

# HAMILTON COUNTY LOCAL FAMILY LAW RULES

## **LR29-FL00-401. PREAMBLE**

**401.10** These rules shall apply in all dissolution of marriage cases, post-dissolution matters, paternity actions and post-paternity cases.

## **LR29-FL00-402. FINANCIAL DECLARATIONS, DISSIPATION OF ASSETS, SUPPORT WORKSHEETS, PARENTING TIME, DISPOSITION OF PROPERTY, PARENTING WORKSHOP, AND REMOVAL OF CHILDREN FROM THE STATE**

**402.10** Parties shall complete in full the Indiana Child Support Obligation Worksheets (**Form FL00-402A**) and Financial Declarations (**Form FL00-402B**) on the forms adopted by the Hamilton County Circuit and Superior Courts in all matters involving child support or disposition of assets. Financial Declarations shall be exchanged by the parties within thirty (30) days of a new case or modification petition being filed, unless by agreement of the parties or leave of the Court. All parties shall submit Declarations to the court as an exhibit immediately prior to any contested hearing involving child support, the disposition of assets, or maintenance.

**402.20** In any Domestic Relations case filed in Hamilton County, the parties shall not, without hearing or security:

- a. Transfer, encumber, conceal, sell or otherwise dispose of any joint property of the parties or asset of the marriage except in the usual course of business or for the necessities of life, without the written consent of the parties or the permission of the Court. Any party acting “in the usual course of business” or “for the necessities of life” shall provide the other party with an accounting of same at the time of or, if possible, in advance of such action. Joint property of the parties or asset of the marriage includes property in the separate name of either party or in the names of a party and another person(s) owned or owed on the date of filing the Petition, including but not limited to:
  - i. Property or property interest of any kind, including real, personal, digital/electronic, and intellectual property;
  - ii. Records and electronically stored information, hard drives or other electronic storage devices, computers, and cloud storage accounts;
  - iii. All financial, investment, educational, and retirement accounts;
  - iv. Life and health insurance policies.
- b. Remove any child of the parties then residing in the State of Indiana from the State with the intent to deprive the Court of jurisdiction over such child without the prior written consent of all parties or the permission of the Court.
- c. The parties shall maintain unchanged all insurance policies (including beneficiary designations) in place as of the date that the family law action was commenced, including but not limited to life, health, auto, personal property, liability, and homeowners/renter’s insurance, absent written consent of the parties or the permission of the court.
- d. Neither party shall incur any debt in the name of the other party or in the joint names of the parties, absent written consent of the parties or the permission of the court.
- e. Neither party shall terminate/cancel/modify any utilities at the marital residence from those in place as of the date that the family law action was commenced absent written consent of the parties or the permission of the court.
- f. Neither party shall conceal, alter or destroy any family, health, property financial or business records or any records of income, debts, or other obligations, including

electronic records, which existed as of the date that the family law action was commenced.

**402.30** The Indiana Parenting Time Guidelines provide useful outlines of the minimum time each parent should have with the children to maintain frequent, meaningful, and continuing contact with them. The Indiana Parenting Time Guidelines can be found at <https://www.in.gov/judiciary/rules/parenting>.

**402.40** The Circuit and Superior Courts of Hamilton County find that a Co-Parenting Education Workshop will aid parents in post-separation parenting; aid development of healthy child/parent relationships in a post separation setting; be in the best interest of the minor child/children and; encourage agreements between the parties concerning child related matters.

a. Both parties in any cause of action for Dissolution of Marriage, in which there is a minor child/child under eighteen (18) years of age, shall complete a co-parenting education program either online or in person. Said program shall be at least four (4) hours in duration. A list of approved course providers can be found on the Courts' website at <https://www.hamiltoncounty.in.gov/206/Family-Law-Rules>.

b. The four-hour course shall be completed by both parties within sixty (60) days of the filing of the initiating pleading and prior to the Final Hearing. Failure to complete the workshop can result in a party being ordered to appear and show cause why he/she should not be held in contempt of court and punished.

#### **LR29-FL00-403. ALTERNATIVE DISPUTE RESOLUTION: MEDIATION AND COLLABORATIVE LAW**

**403.10** Mediation is a preferred way to resolve family law issues.

a. Parties shall attend mediation before any of the following contested court hearings unless excused by the court:

i. Final hearings; and,

ii. Post-decree hearings about custody or parenting time.

b. Parties may either select a mediator by agreement or ask the Court to appoint a panel of mediators.

c. This rule does not require mediation of contempt motions that allege the failure to pay child support or interference with Court ordered parenting time.

d. A party may request to be excused from mediation in cases involving domestic violence or for other good reason.

**403.20** If the parties are both represented by attorneys trained in Collaborative Law, and have signed retainer agreements with those attorneys to participate in a Collaborative Law family law matter, they may file a Joint Petition for Dissolution, and may file a stipulation asking among other things that the case not be set for conference or hearing. If either party violates the agreement to proceed in the Collaborative Law process, the court may allow withdrawal of representation of both attorneys, if so requested.

#### **LR29-FL00-404. TITLE IV-D COMMISSIONER/COURT**

These local rules are adopted by the Hamilton County Circuit and Superior Courts to govern the practice and procedures in the Title IV-D Commissioner/Court, funded using IV-D Incentive Funds.

**404.10** ORGANIZATION OF TITLE IV-D CHILD SUPPORT COMMISSIONER/COURT. Pursuant to Indiana Code 31-25-4-15, the Judges of the Circuit and Superior Courts hereby establish a Title

IV-D Commissioner/Court to establish and enforce paternity and child support orders under federal and state law.

**404.10.1** ASSIGNMENT OF COMMISSIONER TO IV-D COURT. The Judges of the Circuit and Superior Courts shall jointly appoint a commissioner to the IV-D Court. A commissioner so appointed shall be designated as a IV-D Commissioner.

**404.10.2** RESPONSIBILITIES OF IV-D COMMISSIONER. A IV-D Commissioner jointly appointed by the Judges and assigned to the IV-D Court pursuant to 404.10.1 has the authority to preside over, make findings of fact and recommendations for the approval of the Judges of the Circuit and Superior Courts in actions arising under Title IV-D of the Social Security Act. In addition, the IV-D Commissioner has the authority to provide such assistance as may be required in making these findings of fact and recommendations.

**404.10.3** TEMPORARY ABSENCE OF IV-D COMMISSIONER. During the temporary absence of the duly appointed IV-D Commissioner, any sitting judicial officer of the Hamilton County Circuit and Superior Courts may hear and make recommendations upon Title IV-D matters.

**404.10.4** SUPERVISION OF THE IV-D COMMISSIONER/COURT. The Title IV-D Commissioner/Court shall be operated under the auspices and supervision of the Judges of the Hamilton County Circuit and Superior Courts.



# **HAMILTON COUNTY LOCAL JURY RULES**

## **LR29-JR04-501. SUMMONING JURORS.**

**501.10** A two-tier notice for summoning jurors will be used. The jury qualification form and notice will be the first tier and summoning the prospective juror at least one week before service will be the second tier.

# HAMILTON COUNTY LOCAL TRIAL *DE NOVO* RULES

## **LR29-DN00- 601. RULES FOR TRIAL *DE NOVO***

**601.10** This rule is adopted to implement the Supreme Court Rules of Procedure regarding trial *de novo* requests from city and town courts. The application of this rule shall be coextensive with those rules.

## **LR29-DN01-602. RULES FOR TRIAL *DE NOVO* FOLLOWING CIVIL JUDGMENTS**

**602.10** Indiana Trial *De Novo* Rule 1 for following civil judgments in city and town courts is incorporated by reference.

### **602.20 BOND OR OTHER UNDERTAKING:**

- a. The party filing the request for trial *de novo* shall file with the Clerk of the Court a surety bond or cash deposit in accordance with Indiana Rule 1(C)(1). The bond or cash deposit required by Indiana Rule 1(C)(1) shall be in the amount of the judgment entered in the city or town court, plus an amount equaling eight percent (8%) of the total judgment as an allowance for interest. In any case where attorney fees have been awarded as part of the total judgment, the amount of bond shall be increased by 25 percent (25%) of the total judgment as an allowance for additional attorney fees. This bond, however, shall not exceed the jurisdictional limit of the city or town court from which the appeal is taken.
- b. If unable to afford a surety bond or cash deposit, the party filing the request may instead file an affidavit of indigence and personal undertaking in accordance with Indiana Rule 1(C)(2) on a form prescribed by the Court (**Form DN01/02- 602/03**).

### **602.30 FILING AND COURT ASSIGNMENT:**

- a. The Clerk shall not accept for filing or file a request for trial *de novo* unless it meets the requirement of Indiana Rule 1(B)(4). Further, the Clerk shall not accept or file a request for trial *de novo* supported by an affidavit of indigence and personal undertaking unless the affidavit and personal undertaking are on the form provided by the Courts. If a request for trial *de novo* supported by an affidavit of indigence and personal undertaking is accepted for filing, it may be ordered stricken from the record if the Court in which it is filed determines that the party filing the request is able to afford to post a surety bond or cash deposit, and the party fails to post the surety bond or cash deposit required within the time set by the Court.
- b. The Clerk shall docket the request for trial *de novo* and the copies of the complaint and any responsive pleadings as a small claims action on the small claims docket of either Superior Court No. 4, Superior Court No. 5, or Superior Court No. 6 unless the request for trial *de novo* demands that the trial be by jury, in which case the assignment may be to a Circuit or any Superior Court in the county.

## **LR29-DN02-603. RULES FOR TRIAL *DE NOVO* FOLLOWING JUDGMENTS FOR INFRACTIONS OR ORDINANCE VIOLATIONS**

**603.10** Indiana Trial *De Novo* Rule 2 for infraction or ordinance violation judgments in city or town courts is incorporated by reference.

### **603.20 BOND OR OTHER UNDERTAKING:**

- a. The party filing request for trial *de novo* shall file with the Clerk of the Court a surety or cash deposit in accordance with Indiana Rule 2(D)(1).

b. The bond required by Indiana Rule 2(D)(1) shall secure the State or municipality's claims, interest, and court costs, undertaking both the litigation of the trial *de novo* to a final judgment and payment of any judgment entered against a party filing the request by the trial *de novo* court.

c. The bond shall be in an amount as follows:

"C" infraction and traffic ordinance violations	\$ 500.00;
"B" infraction	\$1,000.00;
"A" infraction and non-traffic ordinance violations	\$1,500.00; plus

the statutory costs in the trial *de novo* court.

d. If unable to afford a surety bond or cash deposit, the party filing the request may instead file an affidavit of indigence and personal undertaking in accordance with Indiana Rule 2(D)(2) on the form prescribed by the Court (**Form DN01/02-602/03**).

**603.30 FILING AND COURT ASSIGNMENT:**

a. The Clerk shall not accept for filing nor file any request for trial *de novo* unless it meets the requirement of Indiana Rule 2(B). Further, the Clerk shall not accept or file a request for trial *de novo* supported by an affidavit of indigence and personal undertaking unless the affidavit and personal undertaking are on the form provided by the Courts. If a request for trial *de novo* supported by an affidavit of indigence and personal undertaking is accepted for filing, it may be ordered struck from the record if the Court in which it is filed determines that the party filing the request is able to afford to post a surety bond or cash deposit, and the party fails to post the surety bond or cash deposit required within the time set by the Court.

b. The Clerk shall docket and assign the request for trial *de novo* to the traffic division of either Superior Court No. 4, Superior Court No. 5, or Superior Court No. 6 as an infraction or ordinance violation proceeding.

**603.40 NOTICE TO PROSECUTOR OR MUNICIPAL COUNSEL OF TRIAL *DE NOVO*:**

a. Promptly after the request for trial *de novo* is filed and assigned to the appropriate court, the Clerk shall send notice of the request to the prosecuting attorney or the municipal counsel.

b. Upon receiving the notice of request, the Prosecutor or the municipal counsel is ordered to file, within fifteen (15) days, a duplicate infraction or ordinance complaint and summons alleging the infraction or ordinance violation as originally filed with the city or town court, together with any amended complaint alleging additional or amended counts also filed with the city or town court.

c. In the discretion of the prosecuting attorney or municipal counsel, and in lieu of filing such duplicate infraction or ordinance complaint and summons, the prosecuting attorney or the municipal counsel shall file with the Court a notice that no proceeding will be filed, together with a proposed order of dismissal including that the Clerk shall refund to the defendant the entire amount of any payment received from the city or town court. The order of dismissal shall also include a release of the surety bond, cash deposit, or personal undertaking.

**LR29-DN03-604. RULES FOR TRIAL *DE NOVO* FOLLOWING MISDEMEANOR TRIAL IN CITY OR TOWN COURT**

**604.10** Indiana Trial *De Novo* Rule 3 for misdemeanor cases is incorporated by reference.

**604.20 DEMAND:** The written request for trial *de novo* must comply with Indiana Supreme Court Rule 3(B), but, in addition, must also contain the offense(s) of which the defendant was convicted in the city or town court to enable the Clerk to assign the request for trial *de novo* to the appropriate court pursuant to the Hamilton County Criminal Random Filing Rule.

**604.30 FILING AND COURT ASSIGNMENT:**

a. The Clerk of the Courts shall docket and assign the request for trial *de novo* as a misdemeanor in the appropriate Superior Court in accordance with the Hamilton County Criminal Random Filing Rule (LR29-CR00-301) if the request is sufficient to make such an assignment. If the request contains insufficient information to make such assignment, it may be accepted for filing conditioned upon the defendant providing, within ten (10) days, the information necessary to complete the assignment. If the defendant fails to provide this information within the time specified, then the request for trial *de novo* shall be stricken as un-assignable.

b. The Court to which the request is assigned has full jurisdiction of the case and of the person of the defendant from the time the request for trial *de novo* is filed and assigned by the Clerk.

**604.40 BAIL OR INCARCERATION:**

a. Stay of City or Town Court Judgment and Appearance Bond. At the time the request for trial *de novo* is filed, the defendant may also file with the Clerk a surety bond or cash deposit conditioned on appearance for trial and sentencing as required by applicable statutes on bail in criminal prosecution and in accordance with the trial *de novo* bail schedule in Appendix C. Filing of the bond or undertaking stays the judgment of the city or town court, and during the period of the stay the defendant shall not be subject to incarceration or probation orders of the city or town court. Any defendant who is incarcerated pursuant to the judgment of the city or town court shall be released upon the posting of this bond or cash deposit. If the defendant does not file the surety bond or cash deposit, the judgment of the city or town court shall not be stayed, and the defendant will remain incarcerated or subject to probation orders of the city or town court until the stay imposed under subsection (F)(1) of Indiana Rule 3 takes effect. Even if the defendant is not seeking a stay, the posting of such a bond will serve as an appearance bond for the defendant. If such surety bond or cash deposit is posted, then a summons shall be issued to the defendant in accordance with Indiana Code 35-33-4-1, in lieu of any warrant that the State may request pursuant to Indiana Code 35-33-2-1.

b. The city or town court may transfer any cash bond previously posted in the city or town court to the Clerk of the Court to be applied against the trial *de novo* bond. In addition, the trial *de novo* court may accept any surety bond previously posted in the city or town court to be applied against the trial *de novo* bond, but only if the trial *de novo* court receives written consent from the surety bondsman.

**604.50 NOTICE TO THE PROSECUTING ATTORNEY:**

a. Promptly after the request for trial *de novo* is filed and assigned to the appropriate court, the Clerk shall send notice of the request to the prosecuting attorney.

b. Upon receiving the notice of the request, the Prosecutor is ordered to file within fifteen (15) days a duplicate charging instrument charging the offense or offenses as originally filed with the city or town court together with any additional charging instrument charging additional or amended counts also filed with the city or town court.

c. In the prosecuting attorney's discretion, and in lieu of filing such charging instrument, the State shall file with the Court a notice that no proceeding will be filed, together with a proposed Order of Dismissal, including that the Clerk shall refund to the defendant the entire amount of any payment received from the city or town court.

d. Upon the filing of the charging instrument, the Court to which the request for trial *de novo* has been assigned, shall proceed in accordance with Indiana Code 35-33-2-1, to issue a warrant for the arrest of the defendant, or in accordance with Indiana Code 35-33-4-1, to issue a summons for the defendant to appear. If the defendant has posted a surety bond or cash deposit in accordance with paragraphs 604.40(a) or (b) above, then the Court shall issue a summons in lieu of a warrant.

**604.60** NOTICE TO CITY OR TOWN COURT:

a. Upon the filing of a request for trial *de novo*, the Clerk shall promptly send notice of the filing of the request to the city or town court from which the trial *de novo* was taken.

b. The Clerk shall hold any fine or payment received from the city or town court pending the outcome of the trial *de novo* and shall apply the payment to any judgment for fine or costs imposed by the *de novo* court following the trial *de novo*, or to any order for probation user's fees or recoupment of trial expenses otherwise authorized by law and ordered by the *de novo* court. If any amount of the original fine payment remains after application to judgments or orders imposed by the trial *de novo* court, the Clerk shall refund the balance to the defendant.

**604.70** PROCEDURE WHEN PLEA OF GUILTY WAS ENTERED IN CITY OR TOWN COURT: If the defendant entered a plea of guilty in the city or town court, the procedure to be followed shall be in accordance with Indiana Trial *De Novo* Rule 3(G).

**604.80** PROCEDURE WHEN PLEA OF NOT GUILTY IS ENTERED IN CITY OR TOWN COURT: If the defendant entered a plea of not guilty in the city or town court, the procedure to be followed shall be in accordance with Indiana Trial *De Novo* Rule 3(H).

# HAMILTON COUNTY LOCAL PROBATE RULES

## **LR29-PR00-701. NOTICE**

**701.10** Whenever notice by publication and/or written notice by U.S. Mail is required to be given, the attorney shall prepare such notice and shall ensure that such notice is properly published and/or served by certified mail, return receipt requested. In all respects, the notice shall comply with all statutory requirements. It shall be the attorney's responsibility to ascertain and provide adequate proof thereof regarding whether notice was properly served prior to bringing a matter to the Court.

**701.20** Copies of petitions or motions shall be sent with all notices where the hearing involved arises from the matters contained in the petition or motion.

**701.30** Whenever any estate or guardianship account (including a final account in a supervised estate) is set for hearing, copies of the account must be served with the notice of hearing.

**701.40** Notice of the opening of an estate shall be sent by First Class United States Mail to all reasonably ascertainable creditors; however, the use of "certified mail, return receipt requested" to serve such notice is recommended.

**701.50** Notice of the hearing to be held on a Petition to determine an estate insolvent shall be served on all interested parties, including the local representative of the Inheritance Tax Division of the Indiana Department of Revenue.

## **LR29-PR00-702. FILING OF PLEADINGS**

**702.10** When pleadings are filed by mail or left with the Court for filing, a self-addressed, stamped envelope shall be included for return of documents to the attorney.

**702.20** If petitions or motions are filed by electronic facsimile transmission, then such filing must conform with the requirements set forth in the trial rules and LR29-AR-103.

**702.30** All parties are required to prepare orders for all proceedings except when expressly directed otherwise by the Court.

**702.40** Every inventory and accounting filed in an estate or guardianship will be signed and verified by the fiduciary and signed by the attorney for the fiduciary.

**702.50** All pleadings filed shall contain the parties' name, address and telephone number and/or the parties' attorney's name, address, telephone number and registration number.

**702.60** The initial petition to open an estate or guardianship shall contain the name, address, social security number (in compliance with Indiana Administrative Rule 9 and Rules on Access to Court Records) and telephone number of the personal representative or guardian, if a person.

**702.70** The Instructions to the Personal Representative or Guardian, executed by the fiduciary, must be filed with the Court at the time letters are ordered issued in the proceeding (**Forms**

**PR00-1, PR00-2, PR00-3, PR00-4**)

**702.80** The affidavit of compliance with the notice provisions directed to creditors in an estate proceeding shall be timely filed with the Clerk of the Court.

**702.90** ASSIGNMENT OF MH PROBATE CASE NUMBERS:

- a. The Clerk shall assign cause numbers for new filings of all MH case types to Hamilton Superior Court No. 1 and Hamilton Superior Court No. 3.
- b. The Clerk shall equally assign such new filings to Superior Court No. 1 and Superior Court No. 3 or other method as the judges of said courts shall agree.

**702.100** ASSIGNMENT OF ES/EU, GU, AND TR PROBATE CASE NUMBERS: As requested by the parties, or directed by the judges, the Clerk shall assign cause numbers for new filings of ES/EU, GU, and TR case types to either Hamilton Superior Court No. 1 and/or Hamilton Superior Court No. 3.

**LR29-PR00-703. ATTENDANCE OF PROPOSED FIDUCIARIES**

**703.10** All proposed personal representatives and guardians who are residents of Indiana shall appear before the Court to qualify.

**703.20** Nonresident personal representatives and guardians shall either appear or submit an affidavit describing their education, employment, and lack of felony convictions.

**703.30** Such personal representative or guardian is under a continuing order of the Court to personally advise the Court and the attorney or record in writing as to any change of any required information such as name, address, social security number, or telephone number.

**LR29-PR00-704. REPRESENTATION OF FIDUCIARIES BY COUNSEL**

**704.10** No personal representative or guardian of an estate may proceed without counsel, without court approval.

**LR29-PR00-705. BOND**

**705.10** In every estate and guardianship, the fiduciary, prior to the issuance of letters, shall file a corporate surety bond in an amount not less than the value of the personal property to be administered, plus the probable value of annual rents and profits of all property of the estate or in such amount as shall be set by the Court, except as hereafter provided:

- a. Where, under the terms of the Will, the testator expresses an intention that the bond be waived, the Court shall set a bond adequate to protect creditors, tax authorities, and devisees.
- b. Where the fiduciary is an heir or legatee of the estate, the bond may be reduced by said fiduciary's share of the estate, or the value of real estate, or other assets that cannot be transferred or accessed without court approval or order. The Court shall have the right to review the amount of bond if the Court should grant access to such property or asset.
- c. Where the heirs or legatees have filed a written request that the fiduciary serve without bond, the Court may set bond in an amount adequate to protect the rights of the creditors and tax authorities only.
- d. In an unsupervised estate, bond may be set at the discretion of the Court.
- e. No bond shall be required in any supervised estate or guardianship in which corporate banking fiduciary qualified by law to serve as such is either the fiduciary or one of several co-fiduciaries.

**705.20** In lieu of a bond as required by LR29-PR00-705.10, the Court, upon the fiduciary's request, may restrict transfer of all or part of the estate or guardianship liquid assets by placing those assets in a federally-insured financial institution or in a court approved investment with the following restriction placed on the face of the account or in the investment document:

**“NO PRINCIPAL OR INTEREST SHALL BE WITHDRAWN WITHOUT  
WRITTEN ORDER OF \_\_\_\_\_ COURT OF  
\_\_\_\_\_, INDIANA.”**

The fiduciary shall thereafter file with the Court within ten (10) days of the order authorizing the creation of the account or investment, a certification by an officer of the institution at which the account or investment has been created, affirming that the account or investment is restricted as required by the Court order and is in compliance with this rule (**Form PR00-5**).

**705.30** All petitions to open an estate or guardianship shall set forth the probable value of the personal property plus the estimated annual rents and profits to be derived from the property in the estate or guardianship.

**705.40** The name and address of the insurance agency providing the corporate surety shall be typed or printed on all corporate bonds in any estate or guardianship.

#### **LR29-PR00-706. INVENTORY**

**706.10** An inventory shall be filed by the fiduciary in estates and guardianships as follows: Supervised estates, within sixty (60) days; guardianships, within ninety (90) days for permanent guardians and within thirty (30) days for temporary guardians. All times relate to the date of appointment of the fiduciary.

**706.20** In the event a partial inventory is filed, all subsequent inventories must contain a recapitulation of prior inventories.

**706.30** In the event that the personal representative should request that an inventory be sealed, the Court may, in its sole discretion, seal such inventory. If an inventory is sealed, it shall be maintained in the court reporter's evidence file in the Court in which such estate is filed.

#### **LR29-PR00-707. REAL ESTATE**

**707.10** In all supervised estates and guardianships in which real estate is to be sold, a written professional appraisal shall be filed with the Court at the time of filing the Petition for Sale, unless such appraisal was filed with the inventory. Such written appraisal shall include as a minimum the following elements:

- a. A brief description of the property interest being appraised, including the full and legal description thereof.
- b. Purpose or objective of the appraisal.
- c. Date for which fair market value is determined.
- d. Data and reasoning supporting the fair market value.
- e. Fair market value determined.
- f. Statement of assumptions and special or limiting conditions.
- g. Certification of disinterest in real estate.
- h. Signature of the appraiser.

**707.20** All such appraisals required by LR29-PR00-707.10 shall be made within one year of the date of the Petition for Sale.

**707.30** All deeds submitted to the Court for approval in either estate or guardianship proceedings shall be signed by the fiduciary and the signature notarized prior to its submission. All such deeds shall be submitted with the Report of Sale of Real Estate or at the time of the hearing on the Final Account. Copies of such deeds shall be submitted with the Report of Sale of Real Estate or at the time of the hearing on the Final Account. Copies of such deeds shall be filed with the Court for its records.

**707.40** Whenever a Final Decree reflects that real estate has vested in heirs or beneficiaries, the Decree shall be recorded with the County Recorder of the County where any such real estate is



located and evidence of said recording shall be provided to the Court with the Supplemental Report.

**707.50** No Personal Representative's Deed shall be approved in unsupervised estates.

#### **LR29-PR00-708. SALE OF ASSETS**

**708.10** In all supervised estates and guardianships, no Petition to Sell Personal Property shall be granted unless a written appraisal prepared by a person competent to appraise such property and setting forth the fair market value thereof, is filed with the Court at the time of the filing of the Petition to Sell, unless such appraisal was filed with the inventory. This rule shall not apply to personal property which is sold at public auction.

**708.20** All appraisals required by LR29-PR00-707.10 shall be made within one year of the date of the Petition to Sell.

**708.30** No written appraisal shall be required for the sale of assets which are traded in a market and the value of which is readily ascertainable. Such assets include, but are not limited to, stocks, bonds, mutual funds, commodities, and precious metals.

#### **LR29-PR00-709. CLAIMS**

**709.10** Three (3) months and fifteen (15) days after the date of the first published notice to creditors, the fiduciary, or the fiduciary's attorney, shall examine the Claim Docket and shall allow or disallow each claim filed against the estate.

#### **LR29-PR00-710. ACCOUNTING**

**710.10** Whenever an estate cannot be closed within one (1) year, the personal representative shall:

a. File an intermediate account with the Court within thirty days (30) after the expiration of one (1) year and each succeeding year thereafter. The accounting shall comply with the provisions of Indiana Code 29-1-16-4 and 29-1-16-6 and:

(1) Shall state facts showing why the estate cannot be closed and an estimated date of closing.

(2) Shall propose partial distribution of the estate to the extent that partial distribution can be made without prejudice to the distributees and claimants; or

b. File a statement with the Court stating the reasons why the estate has not been closed. In addition, the Court reserves the power to require the personal representative to comply with the accounting provisions of sub-part (a) above.

**710.20** All guardianship accountings shall contain a certification of an officer of any financial institution in which guardianship assets are held, verifying the account balance (**Form PR00-5**).

**710.30** All social security or Medicare benefits received on behalf of an incapacitated person shall be included and accounted for in the guardianship accounting unless court approval has been previously granted to allow said funds to be paid directly to a residential or health care facility, or because of the amount of such funds, the Court finds that such funds can only be used by the guardian or designated person for the benefit of use of such incapacitated person.

**710.40** In all supervised estate and guardianship accountings, vouchers or canceled checks for the expenditures claimed shall be filed with the accounting. No affidavits in lieu of vouchers or canceled checks will be accepted from individual fiduciaries, unless prior written approval is granted by the Court (the Court may set forth any and all additional conditions and/or extraordinary circumstances needed for such approval). An affidavit in lieu of vouchers, or canceled

checks may be accepted from a state or federally chartered financial institution who serves as a fiduciary, provided the financial institution retains the vouchers or canceled checks on file or by electronic recording device and makes same available to interested parties upon court order. The Court may require such institution to provide a certification from its Internal Audit Department verifying the accuracy of the accounting.

**710.50** In all supervised estate and guardianship accountings, a notation shall be placed by each expenditure indicating the reason for or nature of the expenditure unless the payee name indicates the nature of the expenditure.

EXAMPLE: Bogota Drugs - Toiletries for incapacitated person  
Dr. John Jones  
Sam Smith - Repair roof of home at 162 Maple Street, Any Town, Indiana  
Tender Care Nursing Home

**710.55** All accountings to the Court shall contain an itemized statement of the assets on hand.

**710.60** Receipts or canceled checks for all final distributions shall be filed either in the final report, or a supplemental report, before discharge will be granted by the Court.

**710.65** All accountings shall follow the prescribed statutory format. Informal, handwritten, or transactional accountings will not be accepted, except as permitted by LR29-PR00-714.

**710.70** All court costs shall be paid, and all claims satisfied and released before the hearing on the Final Account shall be approved.

**710.75** The Federal Estate Tax Closing letter and the Indiana Inheritance Tax Closing letter (or the countersigned receipt) or a photocopy thereof, showing payment of all Federal Estate and/or Indiana Inheritance Tax liability in the estate, executed by the Internal Revenue Service or the Indiana Department of State Revenue, shall be attached to the Final Accounting at the time of filing, unless the Court has given prior written approval to attach such letter to the Final Report, after filing but prior to the hearing on the Final Accounting.

**710.80** When an individual has been appointed to handle the financial affairs of a protected person, an accounting shall be filed within thirty (30) days after the first anniversary of the date the guardianship letters were issued. Thereafter, unless a contrary order is issued by the Court, all accountings shall be filed biennially.

#### **LR29-PR00-711. FEES OF ATTORNEYS AND FIDUCIARY**

**711.10** No fees for fiduciaries or attorneys shall be paid out of any supervised estate or guardianship without prior written order of the Court.

**711.20** All orders for fees in estates shall provide that said fees are to be paid only after approval of the Final Accounting except the Court may in its sole discretion, if all paperwork has been properly filed, award partial attorney or fiduciary fees when the Indiana Inheritance Schedule is filed or the Federal Estate Tax Return is filed.

**711.30** A guardian or guardian's attorney may petition for fees at the time of filing an inventory. Other than as provided hereafter, no further petition for fees may be filed until a biennial, annual, or final accounting has been filed. When unusual items of substantial work occur during the proceedings, the Court may consider a petition to allow fees for such services.

**711.40** No attorney or fiduciary fees will be determined and authorized for payment by the Court in any unsupervised administration of a decedent's estate.

**711.50** Where contracts for legal services have been entered into prior or subsequent to the opening of an estate or guardianship, the Court reserves the right to approve or disapprove the fee contracts consistent with this court's fee guidelines.

**711.60** All petitions for fees for the attorney and/or fiduciary shall conform to the guidelines for fees enumerated in 711.70 below and shall specifically set forth all services performed in detail as well as the amount of the fee requested and how it has been calculated.

**711.70** Pursuant to relevant statute, if a testator does not provide for compensation of the personal representative and/or the attorney performing services for the estate, the Court may award “just and reasonable” fees. In determining a “just and reasonable” amount of fees, the Court may consider several factors, including: the labor performed, the nature of the estate, difficulties in recovering assets or locating devisees, and the peculiar qualifications of the administrator and/or attorney. Additionally, for attorneys, the Court may consider the guidelines for determining legal fees as set forth in Rule 1.5 of the Indiana Rules of Professional Conduct. In all fee determinations, the key factor considered by the Court will be that the fees are reasonably commensurate to the time and work involved.

**711.80** Unjustified delays in carrying out duties by the fiduciary and/or attorney will result in a reduction of fees.

**711.90** Attorney fees for representing a minor in settlement of a claim for personal injuries are subject to court approval. If the entire attorney fee is to be paid at the same time a structured settlement is approved, the amount of the fee must be based on the present value of the settlement.

#### **LR29-PR00-712. UNSUPERVISED ADMINISTRATION**

**712.10** No petition for administration without court supervision shall be granted unless the consent requirement of Indiana Code 29-1-7.5-2(a) is fulfilled.

**712.20** All court costs shall be paid and all claims satisfied and released on or before the date of the filing of the Closing Statement and a Clerk's Certification thereof (see attached form) shall be filed with the Court at the time such Closing Statement is filed with the Court.

**712.30** Every Closing Statement shall comply with LR29-PR00-710.10.

**712.40** The Court will not enter an order approving the Closing Statement since such estate is closed by operation of law.

#### **LR29-PR00-713. MISCELLANEOUS**

**713.10** If the Court determines that no Inheritance Tax Schedule is required to be filed, a copy of the Court's order shall be served on the local representative of the Inheritance Tax Division of the Indiana Department of Revenue.

**713.20** The Court may adapt procedures by standing order to effectuate the implementation of these rules, and may deviate from these rules when justice requires, but only upon showing of severe prejudice or hardship.

#### **LR29-PR00-714. GUARDIANSHIPS**

**714.10** In all guardianship matters seeking to declare an adult incapacitated for any reason, the incapacitated person shall be present at the hearing or sufficient evidence shall be presented showing that the incapacitated person is unable to appear. The Court may at any time appoint a guardian ad litem to investigate and protect the best interest of the incapacitated person (**Forms PR00-8, PR00-9**).

**714.20** In all guardianship matters seeking to declare an adult incapacitated for any reason, a Physician's Report by the doctor treating the alleged incapacitated person or such additional evidence as the Court shall require, shall be presented to the Court at the time the petition is filed

or on the hearing date. No determination will be made without a supporting medical report or testimony (**Form PR00-10**).

**714.30** Pursuant to Indiana Code 29-3-3-4(a) no guardian of an adult shall be appointed or protective order entered without notice except upon verified allegations that delay may result in immediate and irreparable injury to the person or loss or damage to the property.

**714.40** In every petition for the appointment of a guardian of the person of a minor child, the following information shall be given:

- a. The child's present address.
- b. The places where the child has lived within the past two years and the names and present addresses of persons with whom the child has lived during that period.
- c. General information concerning school, health, etc.
- d. Whether, to petitioner's knowledge, any other litigation is pending concerning the custody of the child in this or any other state.
- e. Whether, to petitioner's knowledge, any person not a party to the guardianship proceeding has physical custody of the child or claims to have custody or visitation rights with respect to the child.

**714.50** Current reports filed by a guardian of the person shall state the present residence of the incapacitated person and his or her general welfare. If the incapacitated person is an adult, a report of a treating physician shall be filed with the current report, verifying that the incapacity of the person remains unchanged since the date the guardianship was established or the date of the last current report and that the living arrangements for the incapacitated person are appropriate (**Forms PR00-10, PR00-11, PR00-12**).

**714.60** Nothing herein shall be deemed as amending, superseding or altering the Probate Rules and Regulations promulgated by the Veteran's Administration of the United States of America, and every fiduciary and attorney shall comply with same, if applicable.

**714.70** Other than for routine matters, the guardian shall obtain court approval prior to taking any action on any financial matter pertaining to carrying out the guardian's duties and responsibilities for the protected person.

#### **LR29-PR00-715. WAIVER OF NOTICE OF INHERITANCE TAX APPRAISAL**

**715.10** Waivers of notice of the time and place of the appraisal of each property interest of a decedent for inheritance tax purposes and of the hearing on the appraisal report shall be filed on or before the date upon which the inheritance tax return is filed.

**715.20** Such waivers of notice shall be signed by each person known to have an interest in the property interests to be appraised and by any person designated by the Court. A waiver filed by an entity other than an individual shall state the capacity of the person who has signed for such entity.

**715.30** A waiver signed by an attorney or another person on behalf of a person who is entitled to notice under Indiana Code 6-4.1-5-3 and Indiana Code 6-4.1-5-9 shall include a copy of the power of attorney, letters of guardianship or other authority for the signer to act on behalf of such person. If the interested person is a minor, the waiver shall include a statement of the relationship of the signer to the minor.

**715.40** In the event that a waiver is not filed for each interested person, the personal representative shall, at the time of filing the inheritance tax return, provide notice of the time and place of the appraisal to each interested person who has not filed a waiver. Upon the filing of the appraiser's report, the personal representative shall provide notice of the time and place of the

hearing on the report to all persons known to be interested in the resident decedent's estate, including the Department of State Revenue.

#### **LR29-PR00-716. MINORS' SETTLEMENTS**

**716.10** This rule shall govern requests for approval of settlements for minors (pursuant to Indiana Code 29-3-9 and/or Indiana Code 29-3-4) and guardianships for minors, if such settlements are approved by the Court.

**716.20** A hearing shall be set at the request of counsel in which testimony or evidence is presented to fully and independently satisfy the Court that the requested settlement fully protects the minor's rights and interests. The Court may at any time appoint a guardian *ad litem* to protect the best interest of the minor and investigate such settlement (**Forms PR00-8, PR00-13**).

**716.30** In all settlement proceedings, whether wrongful death, minor's settlement or incapacitated person's settlement, the personal representative, one custodial parent or the guardian must be present at the time the settlement is presented to the Court for approval. The Court retains the right to require the presence of the minor or incapacitated person at such times.

**716.40** If the Court should grant such settlement and a guardianship is needed, then the appointment of a guardian will be determined as set forth by statute and by these rules.

**716.50** Once a guardian is appointed, then such guardian shall post bond pursuant to LR29-PR00-305.10, unless, in lieu of a bond, a fiduciary places all funds or assets in a restricted account at a federally-insured financial institution or in a court approved investment, designating that no principle or interest may be withdrawn without a written order of the Court, and with the following restriction placed on the face of the account or in the investment document (**Forms PR00-5, PR00-14**):

**“NO PRINCIPAL OR INTEREST SHALL BE WITHDRAWN WITHOUT  
WRITTEN ORDER OF \_\_\_\_\_ COURT OF  
\_\_\_\_\_, INDIANA.”**

The fiduciary shall file the following with the Court:

- a. Prior to issuance of letters, the fiduciary's attorney shall execute an Attorney's Undertaking for such assets (**Form PR00-15**).
- b. Within ten (10) days of the order authorizing the creation of the account or investment, a certification by an officer of the institution at which the account or investment has been created, affirming that the account or investment is restricted as required by Court order and is in compliance with this rule.

**716.60** No surety bond or restricted account is required where a corporate fiduciary serves as a guardian of the estate.

**716.70** The guardian shall be required to file an inventory pursuant to LR29-PR00-705 unless such guardian has deposited all funds in a restricted account.

**716.80** When the guardian files an accounting pursuant to LR29-PR00-710, then such guardian shall be required to attach a copy of the most recent bank statement showing any and all transactions on such bank account (**Forms PR00-12, PR00-16**).

**716.90** Attorney fee awards must conform with LR29-PR00-711.

**LR29-PR00-717. WRONGFUL DEATH ESTATES**

**717.10** All proposed wrongful death settlements must be approved by the Court, whether the estate is supervised, unsupervised, or a special administration for the sole purpose of prosecuting the wrongful death claim.

**717.20** When an estate remains open one (1) year, the personal representative shall file a status report as to any wrongful death claims. If an action is pending, the report shall show the cause number and the Court.

**717.30** When a judgment has been paid or a petition for approval of settlement is filed in any estate, a petition shall be filed showing the proposed distribution in accordance with Indiana Code 34-1-1-2. Such petition must set out the proposed distribution to the appropriate statutory damage distributees, such as:

- a. Expenses of administration;
- b. Providers of funeral and burial expenses;
- c. Providers of medical expenses in connection with last illness of decedent;
- d. Surviving spouse;
- e. Dependent children; and
- f. Dependent next of kin (if there is no surviving spouse or dependent children).

A proposed order shall be presented to the Court, ordering distribution in accordance with Indiana Code 34-1-1-2 and requiring that a final account as to the wrongful death proceeds be filed within thirty (30) days.

**717.40** Indiana Code 34-1-1-8 does not provide for the opening of a minor's wrongful death estate.

**LR29-PR00-718. ADOPTIONS**

**718.10** Except for good cause shown, no final hearings in adoption proceedings shall take place until the adopting couple (or the birth parent and adoptive stepparent) have been married for at least one (1) year and the child has been in the home of the adoptive parent(s) for at least three (3) months.

**718.20** A consent to adoption must be notarized.

# **HAMILTON COUNTY JUVENILE RULES**

## **LR29-JV00-801. ASSIGNMENT OF JUVENILE CASE NUMBERS**

**801.10** The Hamilton County Criminal Random Filing Rule (LR29-CR00-303) does not apply to juvenile cases. It is therefore necessary to establish assignment of Juvenile Delinquency and Juvenile Status Offense causes.

**801.20** The Clerk of the Court shall assign cause numbers for new filings of all JS and JD case types to Hamilton Circuit Court and Hamilton Superior Court No. 1.

**801.30** The Clerk shall file all cases involving juveniles with last names beginning with the letters A - L in Hamilton County Superior Court No. 1 and cases involving juveniles with last names beginning M-Z shall be filed in Hamilton Circuit Court.

**801.40** The Clerk of the Court shall file all cases involving juvenile cases now filed in such court. Any cases involving new charges concerning a juvenile whose case is still pending disposition or is on probation supervision in Hamilton Superior Court No. 3 shall be filed by the Clerk in Hamilton Superior Court No. 3.

**801.50** The designation of the Clerk concerning the proper court in which to file a cause shall take precedence over the designation of any other entity or individual, except upon specific order entered by the Judge of Hamilton Circuit Court, Hamilton Superior Court No. 1, or Hamilton Superior Court No. 3.

**801.60** When a motion is filed requesting a joinder of juvenile cases because of such cases being related in subject matter or by individuals, the Court may, after finding probable cause, order such cases joined and the cases may be filed in one court regardless of the first initial of their name for the sake of judicial economy.

**801.70** When a Judge disqualifies or recuses from a juvenile case, the Clerk shall reassign to another court pursuant to this rule. When the disqualification or recusal is by the Judge of the Hamilton Circuit Court, the Clerk shall reassign such case to the Hamilton Superior Court No. 1. Upon disqualification or recusal of Hamilton Superior Court No. 1, the Clerk shall reassign such case to the Hamilton Circuit Court.

**801.80** In the event the above reassignment is not permitted, and a subsequent reassignment is required, said case reassignment shall be achieved by obtaining a new court assignment from the remaining Hamilton County Courts using a random assignment procedure.

## **LR29-JV00-802. ACCESS CONFIDENTIAL JUVENILE RECORDS**

**802.10** The Circuit and Superior Courts of Hamilton County find that in order to facilitate effective legal representation of juveniles, it is necessary that confidential juvenile records be made accessible as follows:

- a. All persons permitted access pursuant to statute; and
- b. Paralegals and employees of the juvenile's attorney of record may have access to such juvenile files if they are acting at the direction of and under the control of such attorney of record. Written documentation may be required by the clerk before such paralegal or employee may have access to such juvenile files.

## **APPENDICES**

APPENDIX A	HAMILTON COUNTY BOND SCHEDULE (LR29-CR00-305)
APPENDIX B	HAMILTON COUNTY PRETRIAL RELEASE SCHEDULE (LR29-CR00-305) Attachment 1: Pretrial Release Matrix Attachment 2: Violent Felony List
APPENDIX C	TRIAL <i>DE NOVO</i> BAIL SCHEDULE FOR MISDEMEANOR OFFENSES (LR29-DN03-604)



**APPENDIX A  
TO LR29-CR00-305**

**HAMILTON COUNTY BOND SCHEDULE**

**SCOPE:** This bond schedule applies to all cases to be filed in the Circuit and Superior Courts of this County and in the City of Carmel, City of Noblesville, and Town of Fishers Courts. **THE SHERIFF OF HAMILTON COUNTY IS HEREBY ORDERED TO FOLLOW THIS BOND SCHEDULE FOR SETTING BONDS FOR ALL PERSONS ARRESTED WITHOUT WARRANTS FOR CRIMINAL OFFENSES TO BE FILED IN THE ABOVE COURTS:**

<b>FELONIES:</b>	MURDER .....	NO BOND
	HABITUAL OFFENDER .....	\$50,000
	LEVEL 1 & 2 .....	\$50,000
	LEVEL 3 & 4 .....	\$25,000
	LEVEL 5 .....	\$10,000
	LEVEL 6 .....	\$ 5,000

<b>MISDEMEANORS:</b>	CLASS A MISDEMEANOR .....	\$ 2,500
	CLASS B MISDEMEANOR.....	\$ 1,000
	CLASS C MISDEMEANOR.....	\$ 500

**EXCEPTIONS:** The following are exceptions to the above listed schedule:

Operating While Intoxicated, Second Offense (Level 6 felony) .....	\$ 7,500
Operating While Intoxicated Resulting in Serious Bodily Injury (Level 6 felony).....	\$ 7,500
Dealing Marijuana Less Than 30 Grams (Class A misdemeanor) .....	\$ 3,500
False Reporting or Informing (Class A or B misdemeanor).....	\$ 2,500
Leaving the Scene of a Property Damage Accident (Class B or C misdemeanor).....	\$ 2,500
Leaving the Scene of a Personal Injury Accident (Class A misdemeanor) .....	\$ 5,000
Operating While Intoxicated (Class C misdemeanor) .....	\$ 2,500
Operating a Vehicle With at Least .08 (Class C misdemeanor) .....	\$ 2,500
Operating a Motorboat While Intoxicated (Class C misdemeanor).....	\$ 2,500
Operating a Motorboat With at Least .08 (Class C misdemeanor).....	\$ 2,500
Refusal to Identify Self (Class C misdemeanor).....	\$ 1,500
Possession of Drug Paraphernalia (Class A misdemeanor).....	\$ 1,000
Driving While Suspended (Class A misdemeanor) .....	\$ 1,000
Public Intoxication (Class B misdemeanor) .....	O/R (when alcohol free)
Illegal Cons./Poss./Transp. of Alcohol (Class C misdemeanor) .....	O/R (when alcohol free)

**EXCEPTIONS FOR OUT-OF-STATE RESIDENTS:** All bond amounts in this bond schedule, whether surety or cash, shall be **doubled** for out-of-state residents.

**CASH BONDS PERMITTED:** A person may post a cash bond instead of a surety bond as follows:

<b>FELONIES:</b>	MURDER .....	NO BOND
	LEVELS 1, 2, 3, 4 & 5 .....	Same as Bond Schedule
	LEVEL 6 .....	One-half (1/2) of the Bond Schedule

<b>MISDEMEANORS:</b>	CLASS A, B, or C .....	One-half (1/2) of the Bond Schedule
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All cash bonds shall be posted with the Hamilton County Sheriff or the Hamilton County Clerk only after the person posting the bond has signed the Cash Bond Agreement. Pursuant to Indiana Code 35-33-8-3.2 and 35-33-8-4, the Hamilton County Clerk shall retain a portion of each cash bond posted in criminal cases as an administrative fee. The administrative fee shall not exceed ten percent (10%) of the monetary value of the cash bond or \$50, whichever is less.

**LACK OF IDENTIFICATION:** Any person who cannot be positively identified at book-in shall be held **without bond** until the person is brought before the Court for a hearing to determine bond. This includes, but is not limited to, those individuals who refuse to cooperate in their identification by refusing to be fingerprinted, individuals who possess conflicting identification, and individuals whose identifying information cannot be verified.

**24-HOUR HOLD:** A person arrested for battery, stalking, invasion of privacy, or strangulation, shall not be allowed to post bond under this schedule until 24 hours after book-in.

**BOND AMOUNTS ARE CUMULATIVE - EXCEPTIONS:** If a person has been arrested for multiple charges, the bond amount shall be the total amount required for all charges, except for the following situations:

1. If a person has been arrested for multiple alcohol charges (operating while intoxicated, public intoxication, illegal consumption/transportation), only the highest-class bond for one charge shall be imposed for all the alcohol charges; and
2. If a person has been arrested for multiple misdemeanor charges, the total cumulative bond for all the misdemeanors shall not exceed \$5,000 (\$10,000 for out-of-state residents).

**BOND NOT AVAILABLE:** This bond schedule shall not be used for any person arrested for a crime when it can be reasonably determined that the person was on probation, parole, bond or release on the person's own recognizance for another offense. In such case, the person shall be detained in custody until a Court establishes the bond.

**CONDITIONS OF BOND:** As conditions of bond or release on recognizance (O/R), **all persons posting a Bond** are subject to the following conditions: (a) they **shall appear** in Court at all times required by the Court; (b) they **shall not leave the State of Indiana** without the **prior written** consent of the Court; (c) they **shall not commit nor be arrested** for another criminal offense; (d) they shall keep their attorney and the Court advised in writing of any change of address within 24 hours of such change; and, (e) they shall comply with any other condition ordered by the Court. Pursuant to Indiana Code 35-33-8-3.2(a)(4) a person's release may also be conditioned upon refraining from any direct or indirect contact with the alleged victim of an

offense or any other individual as ordered by the Court. **Violation of any condition may result in the revocation of bond and the issuance of a re-arrest warrant.**

**SUPERSEDES:** This Bail Bond Schedule is effective July 1, 2014 but does not supersede the previous Bail Bond Schedule, dated January 1, 2012, ordered by the Circuit and Superior Courts of this County and the City of Carmel, City of Noblesville, and Town of Fishers Courts.

**SO ORDERED this 1<sup>st</sup> day of July 2014.**

Original signed by the Honorable Felix , Nation, Pflieger, Hughes, Campbell, Sturtevant, Bardach, Poindexter, Caldwell, and Henke

**APPENDIX B**  
**TO LR29-CR00-305**

**HAMILTON COUNTY PRETRIAL RELEASE SCHEDULE**

This schedule applies to all cases to be filed in the Circuit and Superior Courts of this county and the City of Carmel, City of Noblesville, and City of Fishers Courts. **THE SHERIFF OF HAMILTON COUNTY IS HEREBY ORDERED TO FOLLOW THIS SCHEDULE FOR DETERMINING THE PRETRIAL RELEASE OR DETENTION OF ALL INDIVIDUALS ARRESTED FOR CRIMINAL OFFENSES TO BE FILED IN THE ABOVE COURTS.**

Pursuant to the authority of the Hamilton County Circuit and Superior Courts to establish a reasonable basis for release/detention in criminal cases, a pretrial release schedule is established in accordance with the following terms and conditions as approved this date:

1. All individuals detained in the Hamilton County Jail and otherwise eligible to post bond shall be subject to pretrial release screening and risk assessment. This pretrial release schedule shall control the release or detention of all individuals screened by the Pretrial Services Program, unless a court, on its own motion or at the request of the State, issues an order setting a bond or detaining the individual until the initial hearing.
2. An individual is eligible for screening upon being booked-in unless the individual is booked in for an alcohol related offense or lacks the capacity to provide a valid risk assessment because of drugs, chemical withdrawal, or a mental or emotional condition. An individual booked-in for an alcohol related offense becomes eligible for screening pursuant to the chart established for release eligibility in Indiana Code 35-33-1-6. An individual who lacks the capacity to provide a valid risk assessment becomes eligible for screening when he/she regains that capacity.
3. If an individual is not screened within eight hours of being eligible for screening, the individual may be released in accordance with the Hamilton County Bond Schedule already in effect. Said individual however may be screened prior to posting bond if the screening can be completed without delaying the individual's release. If found to be appropriate, the individual may be released to the Pretrial Services Program.
4. Except as provided in paragraph 3 above, no individual shall be released pursuant to this Pretrial Release Schedule or the Hamilton County Bond Schedule until that person is screened by the Pretrial Services Program, and that screening shall include the administration of at least one State approved pretrial risk assessment and such other risk assessment instrument(s) that may be approved and required by the judges of the Circuit and Superior Courts of Hamilton County.
5. All decisions regarding release and release conditions under this Pretrial Release Schedule are conditional and may be reviewed *sua sponte* by the Court at the initial hearing based upon information obtained through the pretrial screening process. Subsequent to the initial hearing (or waiver thereof), the Court, *sua sponte*, or the Prosecuting Attorney or Defendant by written motion may request a hearing on the Defendant's pretrial release/detention status and/or conditions of release.

6. The following four risk categories are established:

Category 1

Category 2

Category 3

Category 4

7. Every detainee classified in Category 4 shall be detained in custody until his or her release can be reviewed by a judicial officer at or before the initial hearing.

8. A person shall be placed in Category 4 if:

(a) he/she is charged with an offense listed in Offense Level "D" as provided in paragraph 14;

(b) he/she is an individual who cannot be positively identified including, but not limited to, those individuals who refuse to cooperate in their identification by refusing to be fingerprinted, individuals who provide conflicting identification, and individuals whose identifying information cannot be verified;

(c) he/she has an outstanding arrest warrant, or is on probation or community corrections, or is currently released on bond or recognizance or to a pretrial release program for a pending criminal case;

(d) he/she is charged with Battery, Stalking, Invasion of Privacy, or Strangulation. Such an individual shall remain in Category 4 for 24 hours after book-in; thereafter, release shall be in accordance with the individual's true assessed risk category and the matrix in Attachment 1;

(e) he/she refuses to cooperate in the risk assessment and/or pretrial screening process;

(f) he/she scores in higher than category 3 on the pretrial risk assessment.

9. Any individual assessed as Category 1, Category 2, or Category 3, but not placed in Category 4 as above, shall be released on his/her own recognizance and shall be supervised through the pretrial release program under the appropriate level of supervision.

10. For the purpose of identifying the appropriate level of supervision from the matrix in Attachment 1, the following offense levels are established:

Offense Level A

Offense Level B

Offense Level C

Offense Level D

11. Offense Level "A" includes:

(a) all nonviolent misdemeanor offenses except Operating a Vehicle While Intoxicated ("OWI") and Leaving the Scene of an Accident.

(b) "Nonviolent" for this level means an offense in which:

(i) no firearm or deadly weapon was used or involved in any way;

(ii) no bodily injury occurred to any person;

(iii) no force was used or threatened against any person; and

(iv) is not listed in Attachment 2.

12. Offense Level "B" includes misdemeanors and Level 6 felonies offenses in which there is an allegation that:

(a) the individual possessed or carried a firearm or other deadly weapon;

(b) bodily injury occurred;

(c) there was use of force or a threat of force, including by use of motor vehicle;

(d) the individual resisted law enforcement;

and includes all OWI and Leaving the Scene of an Accident offenses.

13. Offense Level "C" includes "non-violent" Level 3, 4, and 5 felonies, Possession of a Narcotic Drug, Possession of a Syringe, and any OWI where there has been a prior OWI conviction within 10 years." A "non-violent offense" is defined as one in which:

- (a) no firearm or deadly weapon was used or involved in any way;
- (b) no bodily injury occurred to any person;
- (c) no force was used or threatened against any person; and
- (d) is not listed in Attachment 2.

14. Offense Level "D" includes Murder, Attempted Murder, Dealing in Cocaine or a Narcotic Drug, Dealing in or Manufacturing Methamphetamine, Dealing in a Controlled Substance, all Level 1 felonies, all Level 2 felonies, Level 3, 4, or 5 violent felonies, and any charges enhanced by a Habitual Offender or by a Habitual Vehicular Substance Offender allegation. For purposes of this schedule, a Level 3, 4, or 5 felony is a "violent felony" if the offense is listed in Attachment 2.

15. Pretrial conditions of release under this pretrial release schedule shall include that the individual released:

- (a) shall appear in Court at all times required by the Court;
- (b) shall not leave Indiana without the prior written consent of the Court, and shall agree to waive extradition as a condition of release to the Pretrial Services Program and/or the Court granting such consent;
- (c) shall not commit nor be arrested for another criminal offense;
- (d) for the purpose of receiving court notices and reminders of hearing dates, shall provide to the Pretrial Services Program, the Court and the person's attorney, a valid e-mail address, if available;
- (e) for the purpose of receiving court notices and reminders of hearing dates, shall provide to the Pretrial Services Program, the Court and the person's attorney, a valid telephone number for a cellular telephone that can receive text messages, if available;
- (f) shall notify the Pretrial Services Program, the person's attorney and the Court in writing of any change of address, telephone number or e-mail address within 24 hours of any such change;

16. Pretrial conditions of release under this pretrial release schedule may include that the individual released shall:

- (a) call in regularly to an electronic monitoring system;
- (b) respond promptly to email, telephone calls or text messages from the Pretrial Services Program or the court;
- (c) verify employment, residence and contact information;
- (d) meet in person as directed with a case monitor from the Pretrial Services Program;
- (e) obey all rules and regulations of the Pretrial Services Program;
- (f) obey all other conditions imposed by the Court.

**SO ORDERED this 1<sup>st</sup> day of February 2018.**

Original signed by the Honorable Felix, Nation, Pfleging, Hughes, Campbell, Najjar, and Bardach

# Pretrial Release Matrix

## Attachment 1 to Appendix B to LR29-CR00-305

### Offense Levels

**Offense Level “A”** includes all nonviolent misdemeanor offenses except Operating a Vehicle While Intoxicated (“OWI”) and Leaving the Scene of an Accident.

**Offense Level “B”** includes misdemeanors, Operating a Vehicle While Intoxicated (“OWI”), Leaving the Scene of an Accident, and Level 6 felonies offenses in which there is an allegation that: (a) the person possessed or carried a firearm or other deadly weapon; (b) bodily injury occurred; (c) there was use of force or a threat of force, including by use of motor vehicle; or (d) the person resisted law enforcement.

**Offense Level “C”** includes “non-violent” Level 3, 4, and 5 felonies, Possession of a Narcotic Drug, Possession of a Syringe, and any OWI where there has been a prior OWI conviction within 10 years.” A “non-violent offense” is defined as one in which: (a) no firearm or deadly weapon was used or involved in any way; (b) no bodily injury occurred to any person; (c) no force was used or threatened against any person; and (d) is not listed in Attachment 2 of Appendix B to LR29-CR00-305.

**Offense Level “D”** includes Murder, Attempted Murder, Dealing in Cocaine or a Narcotic Drug, Dealing in Methamphetamine, Manufacturing Methamphetamine, Dealing in a Controlled Substance, all Level 1 felonies, all Level 2 felonies, violent Level 3, 4, or 5 felonies, and any charge enhanced by a Habitual Offender or by a Habitual Vehicular Substance Offender allegation. For purposes of this schedule, a Level 3, 4, or 5 felony is a “violent felony” if the offense is listed in Attachment 2 of Appendix B to LR29-CR00-305.

Offense Level →  Risk Category ↓	Level A	Level B	Level C	Level D
<b>Category 1 (0-2)</b>	ROR w/ reminder	ROR w/ reminder	ROR w/Basic Supervision	Detain until appear before a judicial officer
<b>Category 2 (3-5)</b>	ROR w/ reminder	ROR w/ Basic Supervision	ROR w/Moderate Supervision	Detain until appear before a judicial officer
<b>Category 3 (6-7)</b>	ROR w/ reminder	ROR w/Basic Supervision	ROR w/Enhanced Supervision	Detain until appear before a judicial officer
<b>Category 4 (8)</b>	Detain until appear before a judicial officer	Detain until appear before a judicial officer	Detain until appear before a judicial officer	Detain until appear before a judicial officer

# Violent Felony List

## Attachment 2 to Appendix B to LR29- CR00-305

This document identifies the violent offenses in the Indiana Code for the purposes of making pretrial release decisions using the Pretrial Release Matrix.

<b>Indiana Code Number</b>	<b>Offense</b>	<b>Other Citation</b>	<b>Other Citation</b>
35-42-1-1	Murder	*35-50-1-2	**35-38-2.5-4.7
35-42-1-3	Voluntary Manslaughter	35-50-1-2	35-38-2.5-4.7
35-43-1-4	Involuntary Manslaughter	35-50-1-2	35-38-2.5-4.7
35-42-1-5	Reckless Homicide	35-50-1-2	35-38-2.5-4.7
35-42-2-1.5	Aggravated Battery	35-50-1-2	35-38-2.5-4.7
35-42-3-2	Kidnapping	35-50-1-2	35-38-2.5-4.7
35-42-4-1	Rape	35-50-1-2	35-38-2.5-4.7
35-42-4-2(before repeal)	Criminal Deviate Conduct	35-50-1-2	35-38-2.5-4.7
35-42-4-3	Child Molesting	35-50-1-2	35-38-2.5-4.7
35-42-4-9(a)(2) and (b)(2)	Sexual Misconduct w/Minor	35-50-1-2	35-38-2.5-4.7
35-42-5-1	Robbery	35-50-1-2	35-38-2.5-4.7
35-43-2-1	Burglary Level 1,2,3,4	35-50-1-2	35-38-2.5-4.7
9-30-5-5	OWI Death	35-50-1-2	35-38-2.5-4.7
9-30-5-4	OWI Serious Bodily Injury	35-50-1-2	35-38-2.5-4.7
35-42-4-4(b) and (c)	Child Exploitation L4 & L5	35-50-1-2	35-38-2.5-4.7



35-44.1-3-1	Felony Resisting L.E.	35-50-1-2	35-38-2.5-4.7
35-47-4-5	Possession Firearm SVF	35-50-1-2	35-38-2.5-4.7
35-42-2-1	Battery	35-38-2.5-4.7	
35-42-2-1.3	Domestic Battery	35-38-2.5-4.7	
35-43-1-1	Arson	35-38-2.5-4.7	
34-44.1-3-4	Escape/Failure to Return	35-38-2.5-4.7	
35-45-10-5	Stalking	35-38-2.5-4.7	
35-46-1-3	Incest	35-38-2.5-4.7	
35-47.5-5-2 through 8	Explosive Devices	35-38-2.5-4.7	
35-41-5-1	Attempts of Above Offenses	35-38-2.5-4.7	
35-41-5-2	Conspiracy/ Above Offenses	35-38-2.5-4.7	
35-44.1-2-5(a)(2)	Assisting a criminal, level 5	***35-47-4-5	
35-46-1-15.1	Invasion of Privacy		
35-50-2-13/35-48-4-1 to 4	Use of Firearm to deal drugs	35-47-4-5	
35-45-2-1(b)(1) and (b)(2)	Intimidation - felony		

\*IC 35-50-1-2 is a list of violent offenses for the purpose of consecutive sentences

\*\*IC 35-38-2.5-4.7 is the definition of violent offender

\*\*\*IC 35-47-4-5 is the list of predicate offenses for serious violent offender

**APPENDIX C**  
**TO LR29-DN03-604**

**TRIAL *DE NOVO* BAIL SCHEDULE  
FOR MISDEMEANOR OFFENSES**

The bond required by LR29-DN03-604.40 shall be posted by cash deposit or surety bond and shall be in accordance with the following schedule:

Class A Misdemeanor	\$5,000.00
Class B Misdemeanor	\$3,000.00
Class C Misdemeanor	\$2,000.00

However, the following exceptions shall apply to the above listed schedule:

Operating with .10% Blood Alcohol Content (Class C Misdemeanor)	\$5,000.00
Contributing to the Delinquency of a Minor (Class A Misdemeanor)	\$2,000.00
Reckless Driving (No Property or Personal Injury) (Class B Misdemeanor)	\$2,000.00
Reckless Driving (Property Damage or Personal Injury) (Class B Misdemeanor)	\$5,000.00

If the request for trial *de novo* is on a finding of violation of probation, then bond shall be set as follows:

(a) If the defendant is on probation for a Class A Misdemeanor	\$7,500.00
(b) If the defendant is on probation for a Class B or C Misdemeanor	\$5,000.00

If the request for trial *de novo* involves multiple charges/convictions or where the defendant is on probation on multiple convictions, the bond applied shall be the total amount required for all offenses.

All bail bonds posted by the defendants are subject to the following conditions:

- (a) Defendant shall appear in court at all times required by the Court;
- (b) Defendant shall not leave the state of Indiana without the prior written consent of the Court.
- (c) Defendant shall not commit or be arrested for another criminal offense;
- (d) Defendant shall keep his/her attorney and the Court advised in writing of any change of address within twenty-four (24) hours of such change;
- (e) In appropriate cases the defendant may be required to refrain from any direct or indirect contact with an alleged victim of an offense or other individual as ordered by the Court pursuant to Indiana Code 38-33-8-3.1(a)(4).

A violation of any condition may result in revocation of bond and issuance of re-arrest warrant.